

This document was put together to provide general guidance on increasing the security of meetups that run on Zoom platform.

# Add meeting password

Set a password for your meeting to prevent unanticipated guests from joining.

### How to share password with participants:

- send password only to registered participants
- post the password for a meeting in a separate post via your social media
- Create google doc where you will have all the information about your meet-up as well as meet-up link and password.

**!** Never post both the meeting ID and password together (or a URL combining both) on a public-facing Web site.

# Use waiting room

Use the Waiting room controls when participants join the session.

# Limit screen sharing to a host

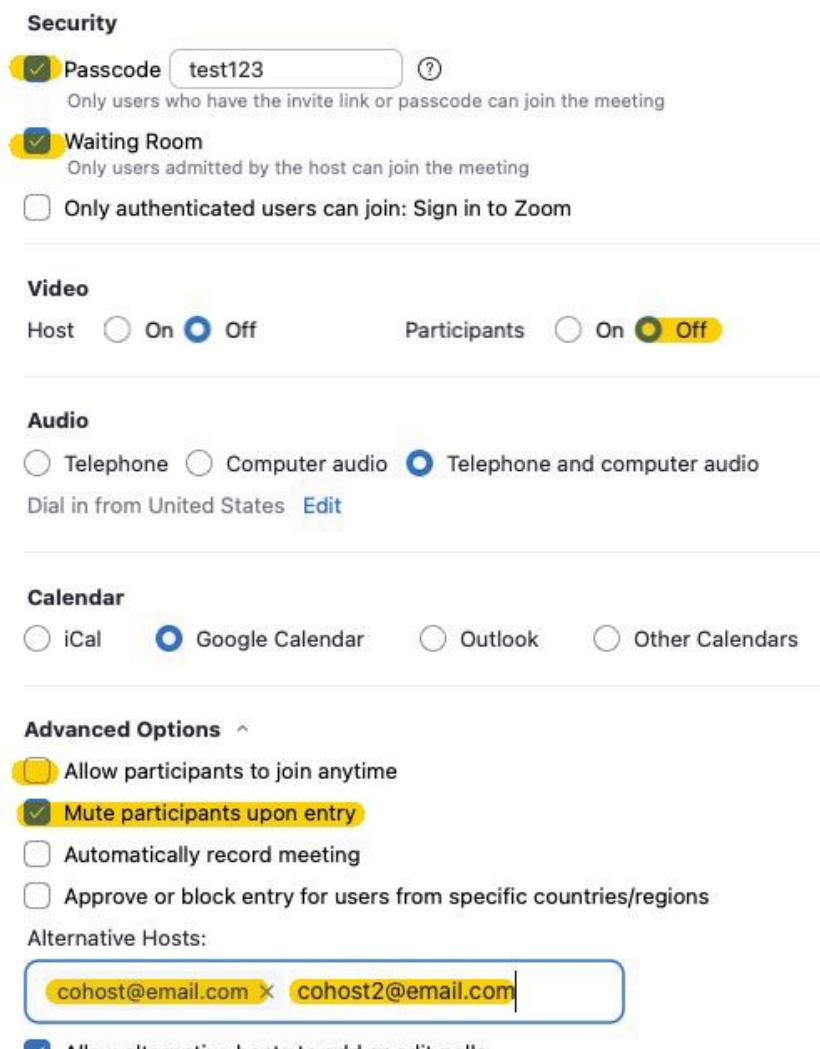
This will prevent attendees to write on screen during your meeting.

**Speakers:** There is an option of adding co-host with the same permission, so you can do that for your speakers.

# Webinar

Depending on Zoom subscription level, you might be able to run a Webinar. This option makes it easier to navigate between different types of participants and their controls.

Here is what your regular Zoom meeting setup will look like:



**Security**

Passcode  ?  
Only users who have the invite link or passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Only authenticated users can join: Sign in to Zoom

**Video**

Host  On  Off      Participants  On  Off

**Audio**

Telephone  Computer audio  Telephone and computer audio  
Dial in from United States [Edit](#)

**Calendar**

iCal  Google Calendar  Outlook  Other Calendars

**Advanced Options**

Allow participants to join anytime  
 Mute participants upon entry  
 Automatically record meeting  
 Approve or block entry for users from specific countries/regions

Alternative Hosts:

Allow alternative hosts to add or edit polls

If you want to read more on the topic we suggest this [article](#) about Zoom settings and [this](#) webinar vs. regular meeting comparison. Still have questions? Contact us on [ugcomm@postgresql.us](mailto:ugcomm@postgresql.us)