Suggested Settings for Large Zoom Meetings

Overview

In Franklin OIT, we recommend thinking of security as a spectrum, not an on/off switch. This is relevant when thinking about settings needed to secure Zoom Meetings – some meetings will require more preventative security measures than others and tightening security too much can negatively impact planned activities. Franklin OIT is available to consult with individuals who plan to host Zoom Meetings to provide guidance specific to a meeting’s needs.

Zoom Meeting hosts can adjust security options before or during Zoom meetings to help prevent unwelcome intrusions and interruptions. This document is intended to serve as a quick reference guide, outlining settings to better secure Zoom sessions, especially important for large meetings. It is intended as an addendum to existing EITS documentation on best practices for securing Zoom meetings.

Best Practices

- Do not post meeting IDs, passwords, or links to meetings publicly
- Request consultation from Franklin OIT if you aren’t sure

Suggested Settings

- Generate the Meeting ID automatically
- Use a meeting Password
- Use the Waiting Room feature
- Disable the “Join before host” function
- Limit Screen Sharing to the meeting host
- Consider requiring MyID authentication for your meeting
- Consider adding a second host to help manage your meeting

Additional Settings Details

Personal Meeting Settings

Personal Meeting Settings can be adjusted prior to the start of a meeting. To adjust Personal Meeting Settings:

1. Visit [https://uga.zoom.us](https://uga.zoom.us)
2. Select Sign In and log in with your MyID
3. Under Personal, click on Settings

You will see a number of toggle options that can be adjusted to best fit your meeting requirements. Listed below are a number of options that can help secure your meeting:

Schedule Meeting

- Disable participants video
- Disable join before host
- Enable mute participants upon entry

Security

- Enable waiting room (unless class size makes this unmanageable)
- Select the option that works best for your class under Waiting Room Options

In Meeting (Basic)
• Disable private chat (consider using "Host only" setting)
• Disable file transfer
• Screen sharing - Host only (leave as default)
• Disable desktop/screen share for users by default
• Disable annotation by default
• Disable whiteboard by default
• Disable remote control by default
• Disable allow removed participants to rejoin
• Disable allow participants to rename themselves by default

Security options during meetings

While in a Zoom meeting, the host can make changes to the permissions of the entire group or individual participants. To adjust in-meeting settings:

1. **Click on Participants** to view the participants list.
2. **All Users**: The three buttons along the bottom right of the participants window will change setting that will effect the entire group of participants
   - **Mute All** - Click to silence all of the participants' microphones
   - **Unmute All** - Click to re-enable all the participants' microphones
   - **More** - suggested settings:
     • Enable mute participants on entry
     • Disable allow participants to unmute themselves
     • Disable allow participants to rename themselves
     • (Optional) Enable lock meeting - consider using once all participants have entered the room
     • Enable put participants in waiting room upon entry
   - **Focus Mode** -
     • Must be turned on before your meeting in Advanced Setting
     • The host and co-hosts can view of all the participants video
     • Attendees can only see the hosts as well as any host spotlighted users
     • For more information on Focus Mode click [here](#)
3. **Individual Users**: Move your mouse over the mic and camera icons to the right of the name of the attendee in need of adjustment. Click More and the following actions can be taken:
   a. **More** - suggested settings:
      • **Stop video** - disables the participant's camera until the host requests it to be turned back on
      • **Put in Waiting Room** - moves the participant to a virtual waiting room until the host allows the participant back into the meeting
      • **Remove** - removes the participant from the Zoom session