

*Third-party applications potentially introduce privacy risks. Please enable all available encryption and privacy modes when using such applications.*

## Recommendations for using the Zoom application

It would be permissible to send participants the Zoom link and the password in (two separate) unencrypted emails *during the Covid-19 outbreak period*. It is recommended that you: (a) reconfirm email addresses before sending them; (b) use the “Bcc” line so individual email addresses are not seen by other participants; and (c) restrict recipients’ ability to reply to your email message.

Include the following statement at the beginning of each call:

“Take care in sharing information that could identify people, such as names, dates of events, or locations, since conducting a focus group using this app may not be as secure as in person.”

For group calls:

1. Don’t permit others in your home to view your Zoom screen or listen to the conversation in order to preserve the confidentiality of other participants in the group.
2. When setting up the call, use the following options (see *Best Practices* below):
  - **Meeting Password** to prevent unanticipated guests from joining
  - **Disable Join Before Host** so participants can’t start the meeting without you
  - **Lock Your Meeting** once all anticipated participants have joined

## Best Practices for Securing Zoom Meetings

### Set a Meeting Password

Setting a strong password for your meeting can prevent unanticipated guests from joining.

When scheduling a meeting, under Meeting Options, select **Require meeting password**, then specify a strong password (make your password at least eight characters long and use at least three of the following types of characters: lowercase letters, uppercase letters, numbers, symbols). Participants will be asked to enter this password in order to join your meeting.

### Enable Waiting Room

The [Waiting Room](#) feature allows the host to control when participants join your meeting. As the meeting host, you can admit attendees individually, or hold all attendees in the virtual waiting room and admit all when you are ready to begin.

Admitting participants from the Waiting Room into the live session requires an additional step for the host but provides increased control to only allow participants to join the meeting when you specifically admit them. This feature can be enabled on a per-meeting basis when scheduling.

### Disable Join Before Host

If you are scheduling a meeting where sensitive information will be discussed and you do not want participants to start the meeting without you, it’s best to disable **join before host** functionality.

If you disable **join before host**, participants will see a pop-up dialog that says, "Please wait for the host to start this meeting." If you are the host, you'll have a login button and the meeting won't begin until you start it.

This feature can be enabled or disabled on a per-meeting basis when scheduling. Visit [Join Before Host](#) in the Zoom Help Center for additional information.

### **Limit Sharing to the Host**

This will not be appropriate when multiple participants will need to share and collaborate but this restriction can help prevent intrusive sharing and potential meeting disruptions.

To limit sharing privileges while in your meeting:

1. Click the up-arrow next to **Share Screen**.
2. Select **Advanced Sharing Options**.
3. Under **Who can share**, click **Only Host**.

### **Remove a Participant**

If you are the host or co-host in a session and notice an unwanted guest has joined or a participant is disruptive to your session, you have the option to remove them.

1. If the **Participants** panel is not visible, click **Manage Participants** at the bottom of the Zoom window.
2. Next to the person you want to remove, click **More**.
3. From the list that appears, click **Remove**.

### **Lock Your Meeting**

The [Zoom Host Controls](#) allow the host or co-host to lock the meeting once all anticipated participants have joined the meeting.

To lock your meeting:

1. If the Participants panel is not visible, click **Manage Participants** at the bottom of the Zoom window.
2. At the bottom of the Participants panel, click **More**.
3. From the list that appears, click **Lock Meeting**.

When a meeting is locked, no one else can join the session, regardless of having a meeting password. *Neither the host, nor co-host will be alerted if someone attempts to enter a locked meeting, but you can follow steps above to unlock the meeting and allow additional participants in the meeting.*

### **Restrict Access to Join a Meeting**

By default, anyone with the join link or meeting ID can join a meeting hosted by users on your account, even if they are not signed into Zoom. To prevent unknown participants from joining the session, you have the option to restrict meeting participants to users who are signed into Zoom. You can also restrict participation even further, to those who are signed in from a specific set of email address domains.

Visit [Restrict Access to Join a Meeting](#) for additional information.

<https://zoom.us/docs/en-us/privacy-and-security.html>