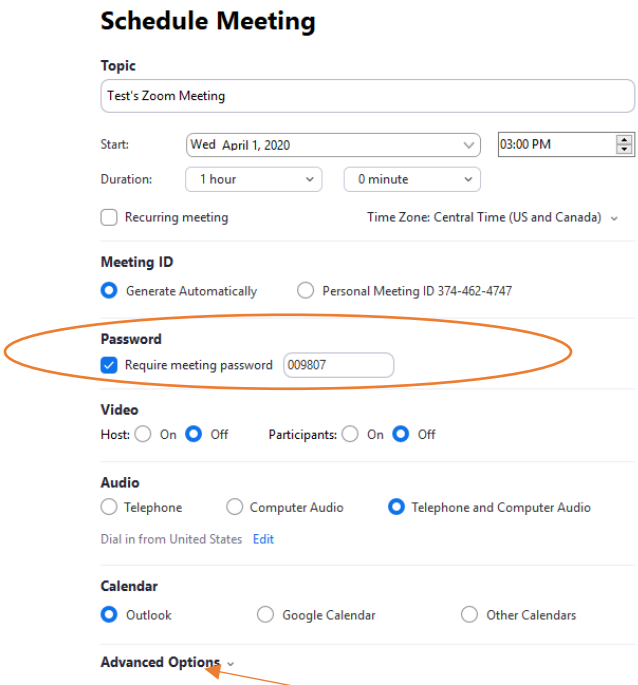
Consider your privacy before using Zoom

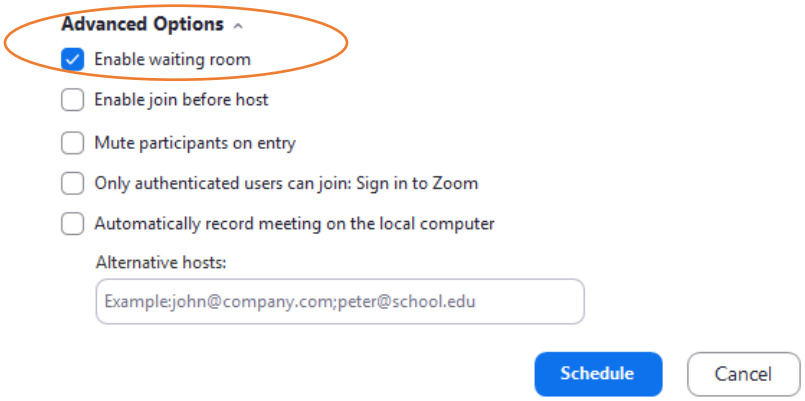
1. The Host can record meetings, both video and audio, to their computer.
    a. Participants know they are being recorded as there is an indicator on the top left hand corner of the meeting.
2. All users can also download the chat they are involved in. They cannot download other chats they are not part of.
3. There is no true end-to-end encryption between the Zoom users.
    a. There is encryption between meeting participants and the Zoom servers.
    b. In theory this means Zoom employees could snoop on meetings, but there are safeguards in place to help prevent that.

How to Secure Your Zoom Meetings from Zoom Attacks

1. Require a password for **all** meetings
    a. Zoom will generate a 6 digit password by checking the box to 'Require meeting password' so only those with the password can join.

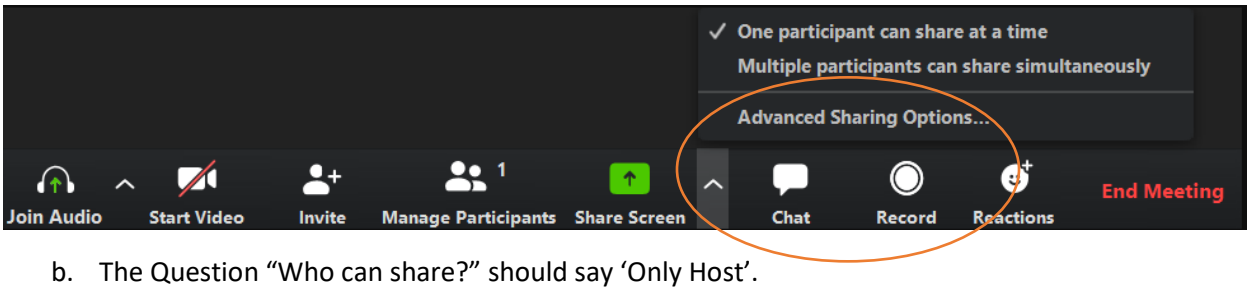


2. Consider enabling waiting rooms
    a. This allows the host to review participants before allowing them into the room.
    b. This feature is enabled during the meeting creating in the 'Advanced Settings', by checking the 'Enable waiting room' setting, and then clicking on the 'Schedule' button.

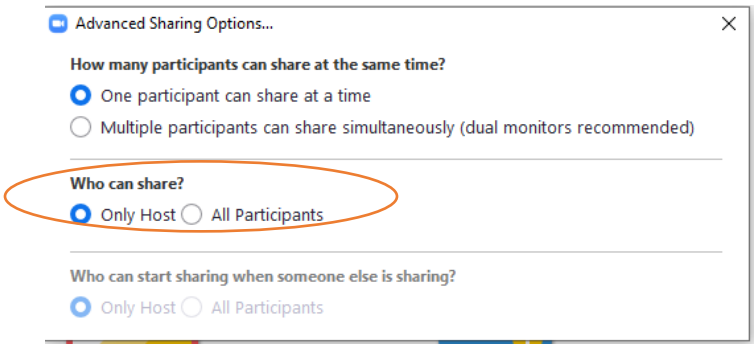


c. You can also select ‘Mute participants on entry’.
d. During the meeting, the host will be alerted to everyone joining the meeting and can admit or remove them as need be.

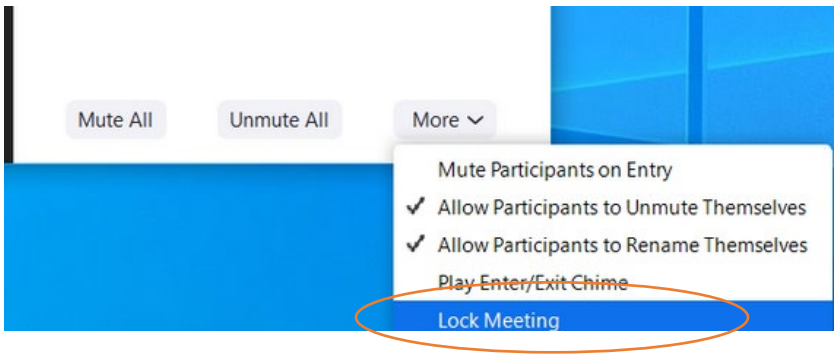
3. Keep Zoom client updated
4. Do not share your permanent ‘Personal Meeting ID’
    a. There is no way to stop those that have previously entered that room from entering again.
    b. This room cannot be password protected.
5. Disable participant screen sharing (unless required to conduct meeting)
    a. The host can find this by clicking on the arrow next to the ‘Share Screen’ button and clicking on ‘Advanced Sharing Options’



    b. The Question “Who can share?” should say ‘Only Host’.



6. Lock the meeting once everyone has joined
    a. The host can do this by clicking on ‘Manage Participants’ and clicking on ‘More’ at the bottom of the pane and select ‘Lock Meeting’ option.



7. Do not post pictures of your Zoom meetings.
    a. These can show the meeting ID and allow unauthorized people to try to get into your meeting.
8. Do not post public links to your meetings
9. Be on the lookout for Zoom-themed malware
    a. Only download Zoom from www.pvpanthers.zoom.us