UHM College of Education

Zoom Security Strategies For Student-Led Presentations

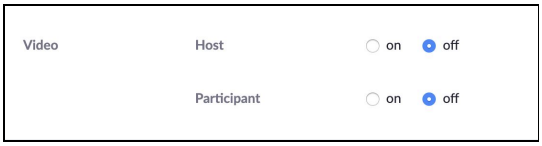
In order to discourage Zoombombing and phishing attacks, you can use any or all of the following strategies.

Before Presentation

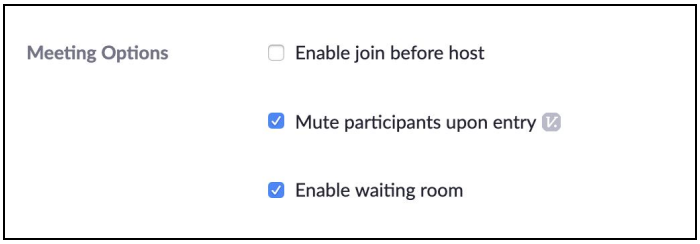
- When scheduling in Zoom enable the following settings:
    - Enable Password - See Scheduling meetings for more information. You can copy a special link with the password embedded in the link (see screenshot).

    - Set Meeting ID to Generate Automatically - See Scheduling meetings for more information.

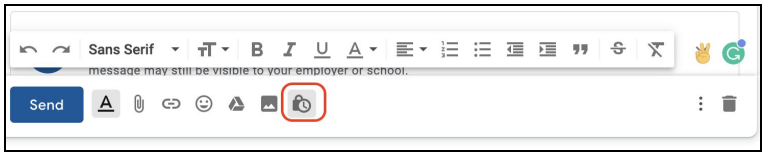
    - Set Video off for both host and participants



    - Set Meeting Options to Mute participants upon entry and Enable waiting room



- Send the announcement to the appropriate listserv using the Gmail confidential mode - See Send & open confidential emails.



- Avoid advertising the Zoom link publicly. This includes social media platforms such as Facebook and Twitter.
- You can also require registration. See Register for Meetings.

During Presentation

- Designate a co-host to minimize disruptions during the Zoom session. Their duties will include:
    - If the waiting room is activated, screen for potential disruptors (fishy or inappropriate names) and admitting all the other participants.
    - Mute participants' mics or video if necessary
    - Remove participants if they are disruptive.
- Disable participant sharing and elevate your student to co-host
- Disable chat during the presentation then enable during the Q&A session
- Remind participants to avoid visiting any web links posted in chat (this could be possible phishing).
- If your student needs to share links with participants, encourage them to use bit.ly or go.hawaii.edu to shorten their links and put them on a presentation slide.
- At the beginning of the session, share with participants that for security reasons:
    - Chat will be disabled during the presentation and it will be enabled during Q&A
    - Participants should avoid posting web links in the chat or going to links in the chat during Q&A.
- These options can be found in the Zoom Security Menu:

For more info, see In-meeting security options

These resources are provided by Zoom and COE Technology and Distance Programs