



L.A. CREATIVE
TECHNOLOGIES

TOOLS
FOR GROWTH

Zoom Protecting Your Meeting

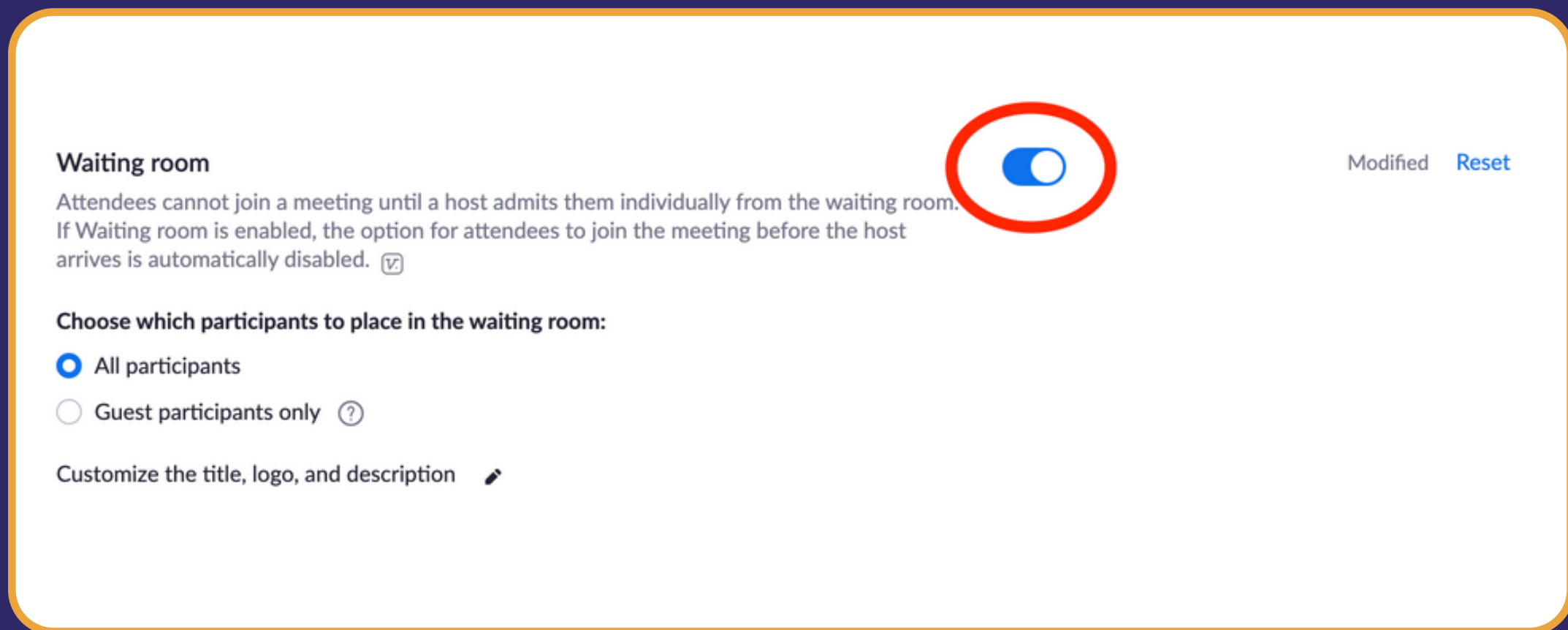
SECURITY GUIDE

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Enable waiting rooms

Standard User: <https://zoom.us/profile/setting>

Admin: <https://zoom.us/account/setting>




Waiting room Modified [Reset](#)

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. [?](#)

Choose which participants to place in the waiting room:

All participants

Guest participants only [?](#)

[Customize the title, logo, and description](#) 

Control who can join the meeting. Users wait in a virtual waiting room until you approve them.

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Require password when joining by phone

<https://zoom.us/profile/setting>

Require password for participants joining by phone

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



Unfortunately this option is off by default...
so turn it on!

Do not use a personal meeting id

Schedule a Meeting

Topic

Gabriel Friedlander's Zoom Meeting

Date

3/30/2020 ▾

12:30 PM ▾

to

3/30/2020 ▾

1:00 PM ▾

Recurring meeting

Time Zone: Eastern Time (US and Canada) ▾

Meeting ID

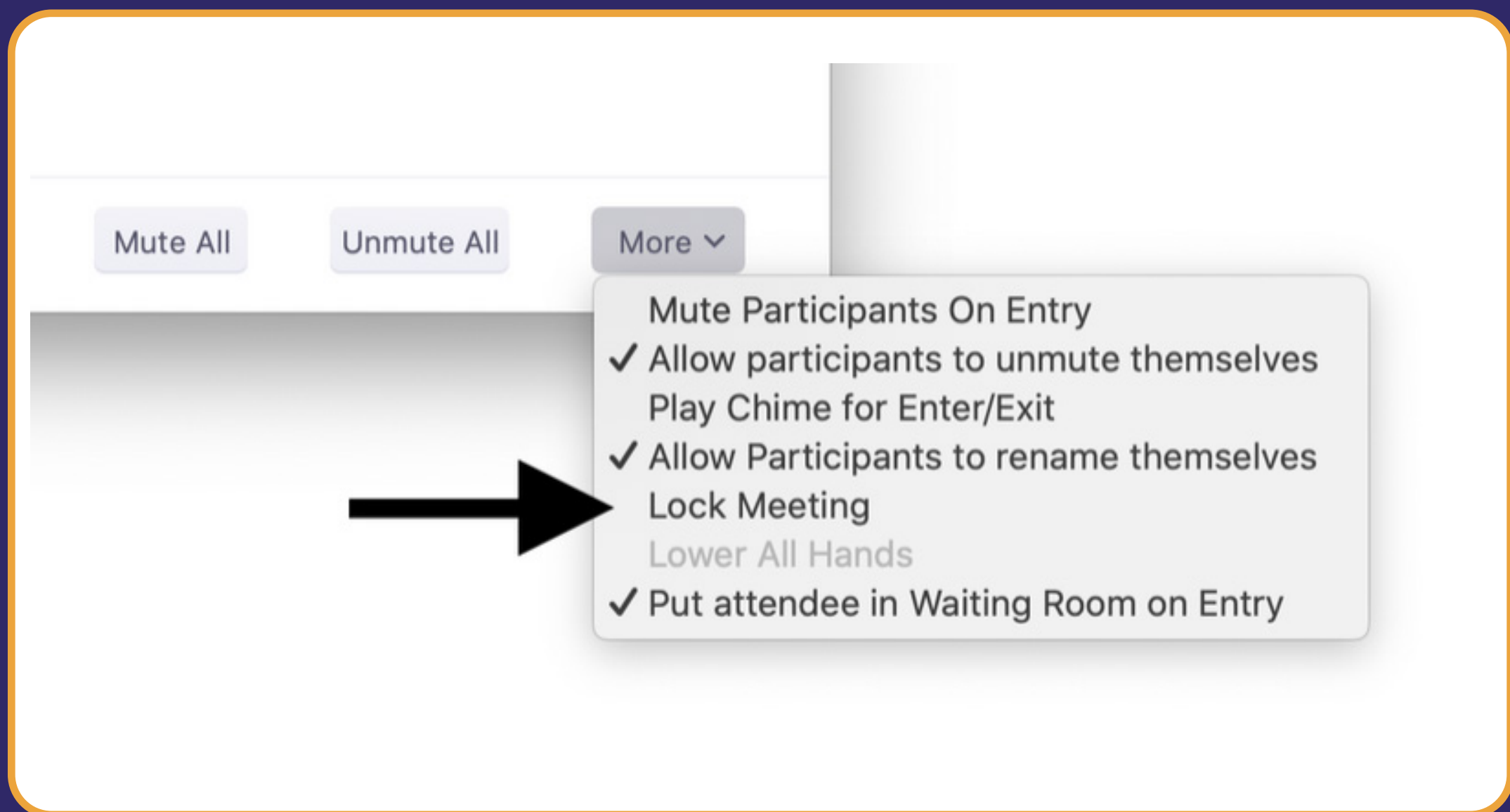
Generate Automatically

Do Not Use This Option

Personal Meeting ID

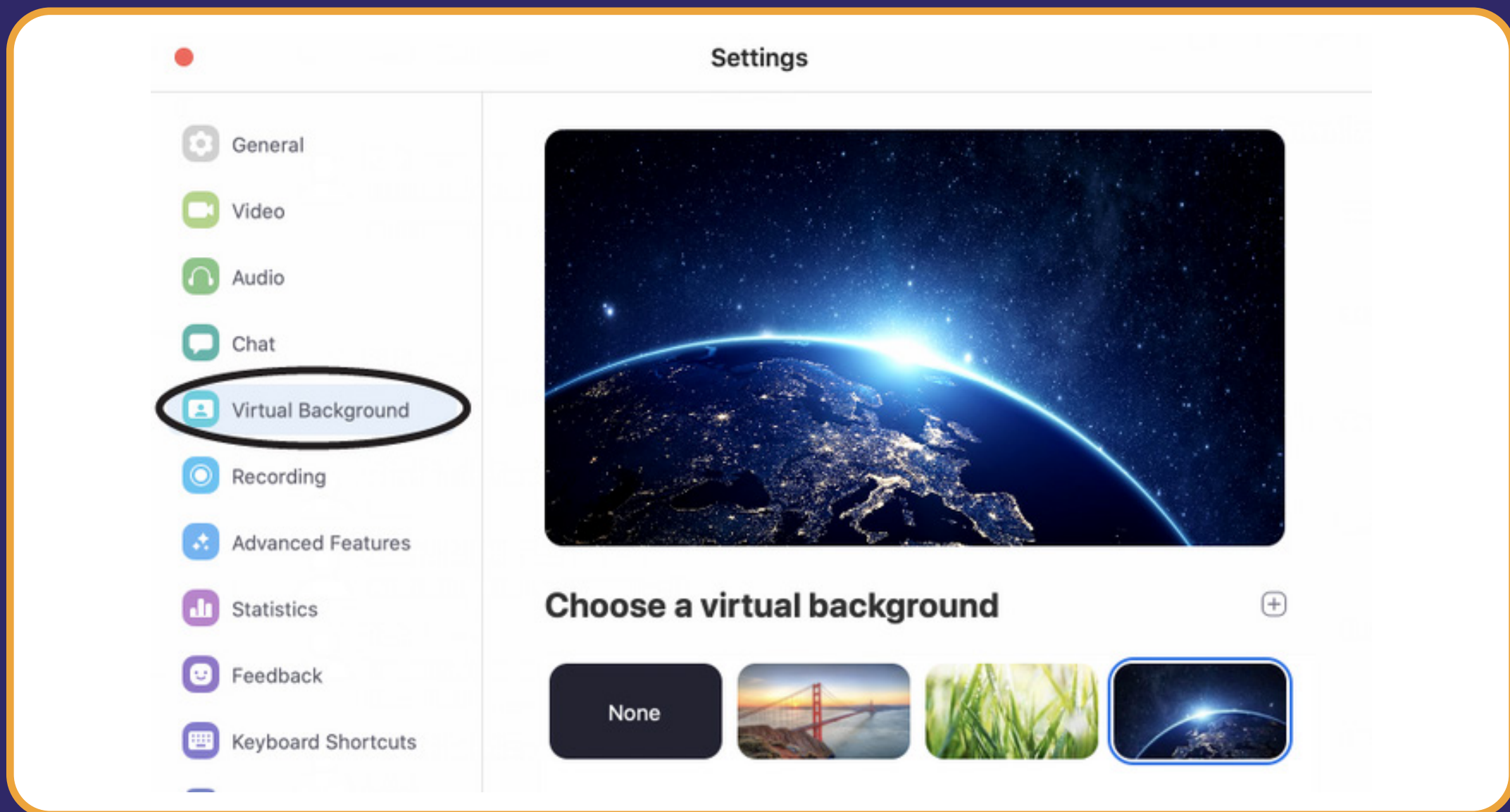
Lock meeting when everybody is in

Zoom Meeting Room



Enable virtual background

Zoom -> Preferences



A few more recommendations

<https://zoom.us/profile/setting>

- Always require a password
 - Disable file transfer
- Mute participants upon entry
 - Screen sharing – Host Only
- Require a password for Personal Meeting ID (PMI)



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**“Security
Awareness
Simply
Explained”**

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