

## Sinclair Zoom Best Practices

### Default Security Requirements

- Passcode is enabled and required when scheduling new meetings

#### Require a passcode when scheduling new meetings



Locked by admin

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

- Waiting room is enabled and required on all meetings
  - Faculty/Staff/Students using their Sinclair SSO Zoom account will have a “Fast Pass” into the meeting without stopping in the waiting room
  - Users not utilizing their Sinclair SSO Zoom account will go into the waiting room
  - Hosts and co-hosts can admit participants from the waiting room at their discretion

#### Waiting Room



Locked by admin

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

#### Waiting Room Options

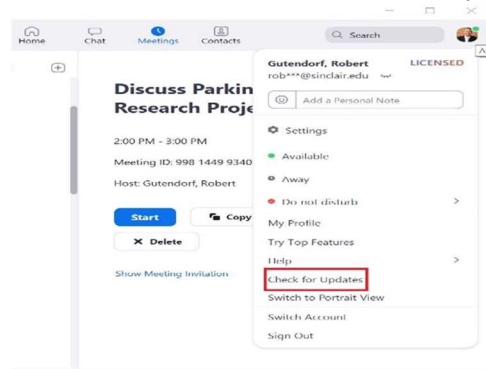
The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Users not in your account will go in the waiting room
- ✓ Host and co-hosts only can admit participants from the waiting room

[Edit Options](#) [Customize Waiting Room](#)

# Zoom Security Best Practices

- Ensure you are running the latest version of the Zoom Client. Running the latest client ensures you are up to date with security patches and can use all Zoom features which are updated on a regular basis.
  - If you don't already have the client installed, download and install from here
    - <https://sinclair.zoom.us/download>
  - If you already have the client installed, click the profile icon in your top left corner of the Zoom client software, and select "Check For Updates"



- Turn Off Join Before Host (This turns off by default with waiting rooms enabled)

### Join before host

Allow participants to join the meeting before the host arrives



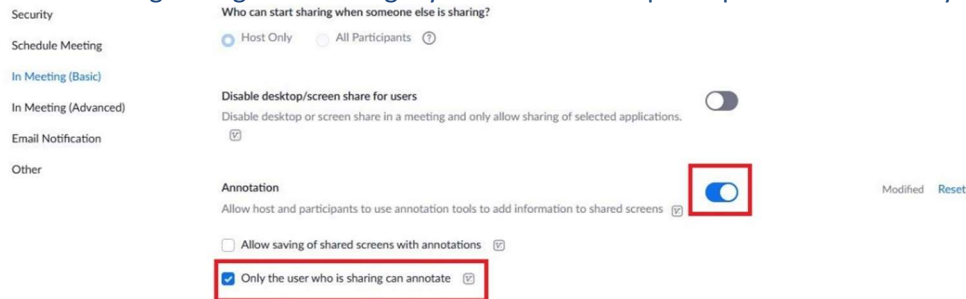
- Turn Off Allow participants to rename themselves

### Allow participants to rename themselves

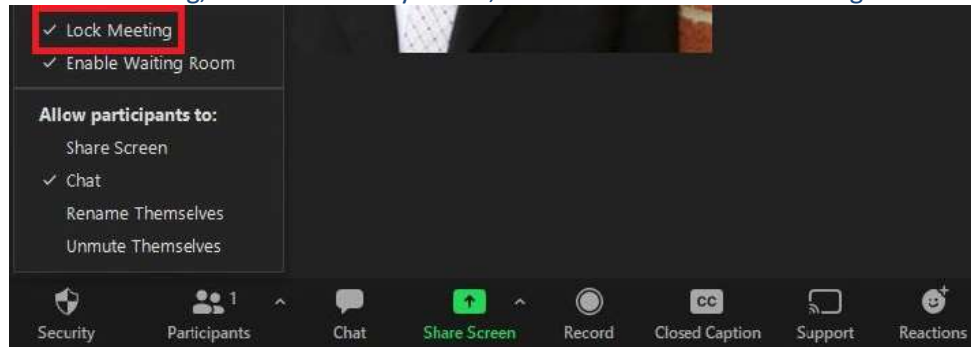
Allow meeting participants and webinar panelists to rename themselves. 



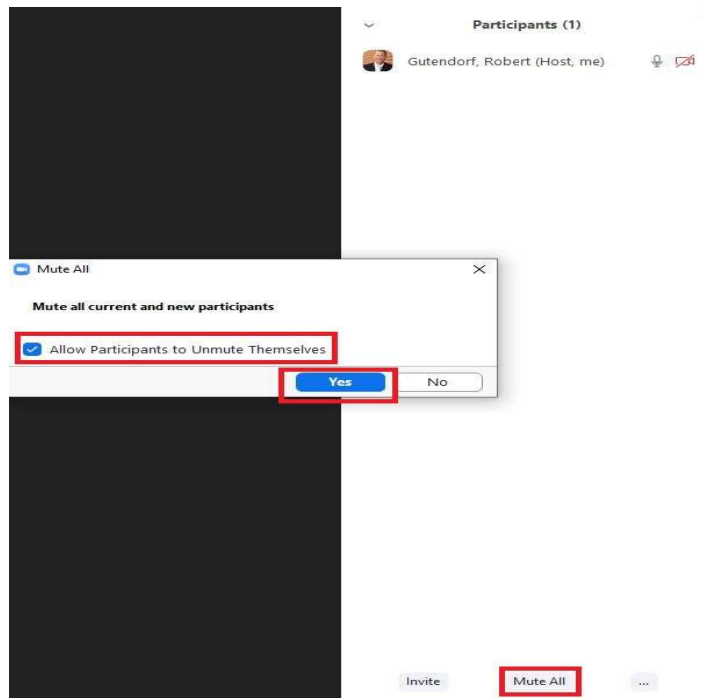
- Take control of annotations by only allowing the person sharing their screen to annotate. You can edit these settings during the meeting if you need to allow participants to annotate your screen.



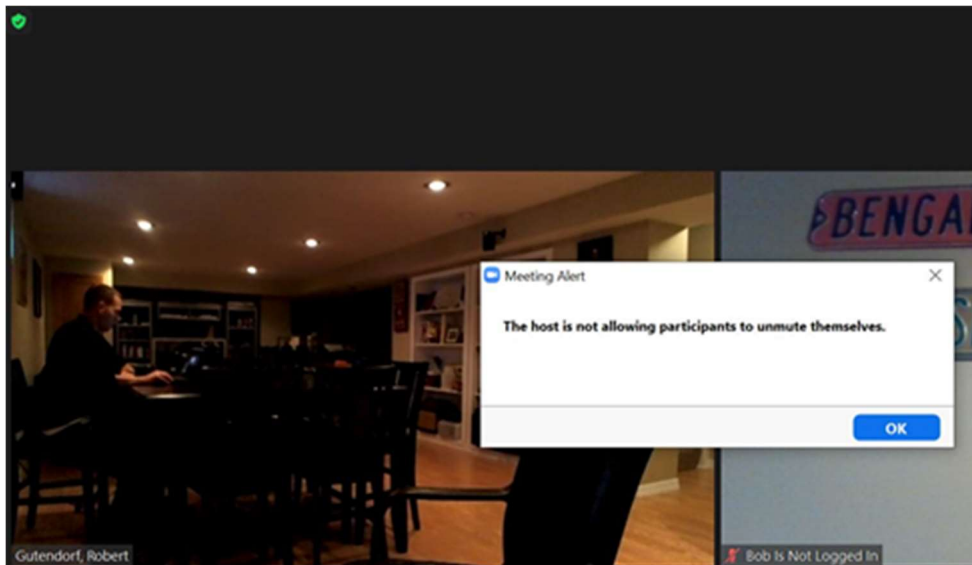
- After all of attendees have arrived, lock the room to ensure you have no unwanted visitors stopping by.
  - Within the meeting, click the security shield, and then check “Lock Meeting”



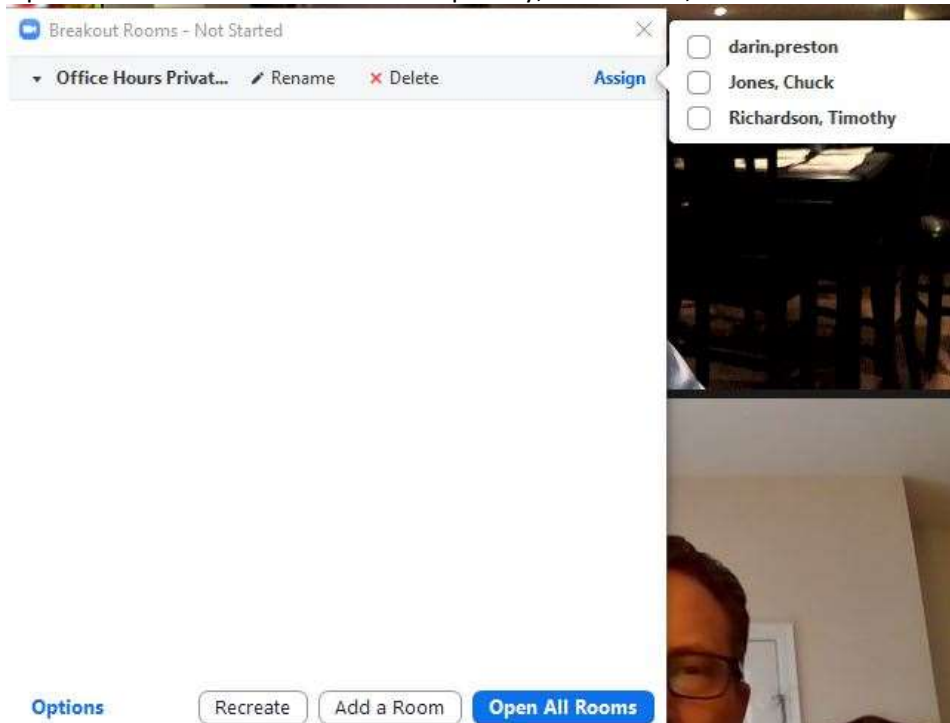
- Mute All Attendees
  - Even with “Mute Participants Upon Entry” enabled, attendees have control to mute and unmute throughout the class/meeting
  - As the meeting host, you can take control of the microphone audio completely, if needed. After starting the meeting, select “Mute All”, and uncheck “Allow Participants to Unmute Themselves.” You can then click “Ask To Unmute” on each participant you want to allow to speak.



What the attendee sees when they try to unmute:



- Office Hours Recommendation (students dropping in over a time period)
  - Option 1: Utilize Breakout Rooms for privacy, one on one, as needed



- Option 2: Lock the room when your student arrives that needs assistance, and unlock when complete
- Publicized Meetings (Twitter, Facebook, etc.)
  - Registration
    - <https://support.zoom.us/hc/en-us/articles/211579443-Registration-for-Meetings>
  - Passcode (on by default)
  - Waiting Room (on by default)

By default, Host Only screen sharing should be selected.

### Screen sharing



Allow host and participants to share their screen or content during meetings

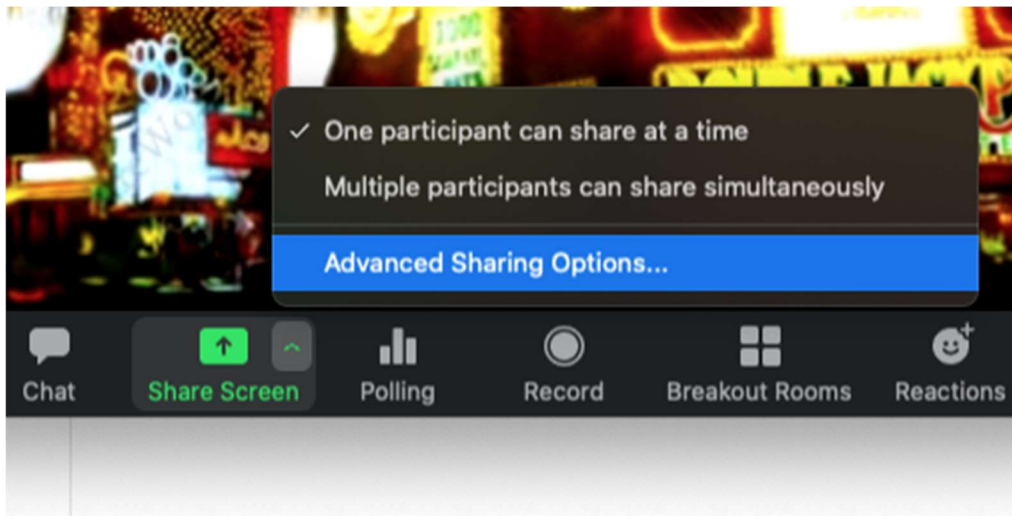
#### Who can share?

- Host Only     All Participants    ?

#### Who can start sharing when someone else is sharing?

- Host Only     All Participants    ?

Click Advanced Sharing Options if you'd like to enable participant sharing during the meeting



From Advanced Sharing Options, you can enable participant sharing

