

# HOST A MORE SECURE MEETING

If you are concerned about having a productive Zoom meeting, free from interlopers, Zoom gives hosts a good amount of control over participants' ability to unmute their mics, show their video, and share their screen. As a host, you have the ability to shut things down, kick people out, and maintain order.

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## ZOOM PROFILE SETTINGS - SECURITY SETTINGS FOR YOUR ACCOUNT

Zoom provides settings in your personal profile that can affect how secure your meeting will be. Access these settings through the [Zoom web portal](#). See the [UBIT Zoom Security Settings page](#) for details. Briefly, here are setting options we recommend for the most secure meeting:

Setting Name	Recommended setting	Notes
<b>Waiting room</b>	Host's choice (default = off)	<b>Turn on</b> allows you to monitor and choose who can enter a meeting. You are able to "Admit all" if you have a very large group attending your meeting. This option can also be set at the time you schedule your meeting.
<b>Require passcode for participants joining by phone</b>	On	Makes it harder for someone on the phone to disrupt your session.
<b>Embed passcode in invite link for one-click join</b>	Off	If the password is embedded in the meeting link, anyone who has that link, even if they do not have the password, will be able to join the meeting.
<b>File transfer</b>	Host's choice (default = on)	You can choose specific file types that can be shared through chat.
<b>Screen sharing &gt; Who can share?</b>	Host only (default)	Anyone made a co-host can also share their screen. You can allow any participant to share once you are in the meeting.
<b>Annotation &gt; Only the user who is sharing can annotate</b>	On	<b>Check ONLY THE USER WHO IS SHARING CAN ANNOTATE.</b> Keeps other participants from annotating over any shared screen or content. You can turn this on or off during the meeting.
<b>Remote control</b>	Off	No one can take control without your permission, however, they be a nuisance by continually asking for remote control.
<b>Nonverbal feedback</b>	Host's choice (default = off)	This feedback is limited to the icons in the participant panel; it can be cleared by the host at any time
<b>Allow removed participants to rejoin</b>	Off	When off participants who have been removed from the meeting cannot rejoin
<b>Allow participants to rename themselves</b>	Off	This keeps people from giving themselves different name or imitating another user.
<b>Hide participant profile pictures in a meeting</b>	Host's choice (default = off)	When on, there is potential for an attendee to have an inappropriate profile picture when not sharing their camera

Setting Name	Recommended setting	Notes
<b>Report to Zoom</b>	On (default)	Allows you to report attendees who misbehave. This report goes to Zoom.
<b>Virtual background</b>	Host's choice (default = on)	When on, there is potential for an attendee to have an inappropriate virtual background picture or video
<b>Virtual filters</b>	Host's choice (default = on)	When on, there is the potential for the filters to be distracting, but they are fun.
<b>Identify guest participants in the meeting/webinar</b>	On	Guests are participants who are not part of the UB Zoom account, or did not sign in via the Zoom app. When on you will see "(Guest)" next to a participant's name.

## MEETING OPTIONS – SECURITY OPTIONS WHEN SCHEDULING A MEETING

When you schedule a meeting, Zoom gives you several options that can affect how secure your meeting will be. Briefly, here are setting options we recommend for the most secure meeting:

Setting Name	Recommended Setting	Notes
<b>Meeting ID</b>	Generate Automatically (default)	Only use your personal meeting ID for internal meetings with colleagues.
<b>Passcode or Waiting Room</b>	Host's choice (Passcode by default)	It is best to enable a waiting room <b>or</b> passcode for all of your meetings. <b>Waiting Room</b> allows you can setup for your session before anyone enters the space. You can admit all people from the waiting room at once, or be selective. <b>Passcode</b> It is best to have a passcode for all of your meetings. Beginning November 2020, Zoom will require you to enable either a passcode or waiting room for all meetings.
<b>Enable join before host</b>	Off	<b>Turn off</b> if you: <ul style="list-style-type: none"> <li>• pre-assigned breakout rooms</li> <li>• record the meeting automatically</li> <li>• schedule meetings on behalf of someone else</li> </ul>
<b>Mute participants on entry</b>	On (default)	This cuts down on noise as people join the meeting. They are able to unmute themselves after they join.
<b>Require authentication to join</b>	On	<b>Turn on</b> and choose <b>UB Only</b> (the default) for class sessions. This setting limits attendees to people who sign in to Zoom with a UBIT name and password. <b>Turn on</b> and choose <b>Sign in with Zoom</b> to allow anyone logged into <b>ANY</b> Zoom account (not just UB) to join a session.

		<b>Turn off</b> for sessions open to anyone ,even if they do not have a Zoom account.
<b>Breakout Room pre-assign</b>	Host's choice (default = off)	This feature allows you to use a CSV file to assign participants to breakout rooms. All attendees will need to a) sign in to the Zoom desktop or mobile app; b) sign in with their UBIT name and password (Sign in with SSO) to be assigned to their breakout room. <b>DO NOT</b> Enable join before host <b>AND</b> also pre-assign breakouts!
<b>Record the meeting automatically</b>	Host's choice (default = off)	<b>DO NOT</b> Enable join before host if you choose to record automatically.
<b>Assign an alternate host</b>	Assign one or two people	An alternate host can start the meeting in your absence. If this person joins the meeting after you they automatically become a co-host and can assist with monitoring chat and participants.

## DURING YOUR MEETING

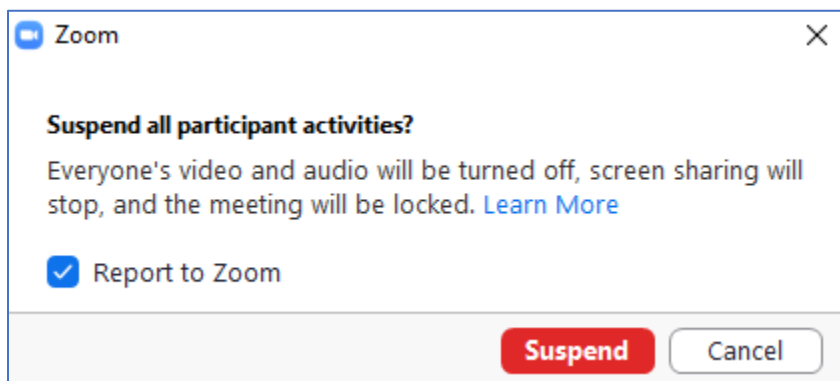
### AUDIO AND VIDEO CONTROLS

In a Zoom Meeting, the host can control who can share their audio and video. The default setting in UB Zoom is that all participants can share their audio and video at any time. However, hosts (including alternative hosts and co-hosts) can control this sharing using their Zoom profile settings, meeting options, and in the meeting itself.

### SUSPEND PARTICIPANT ACTIVITY

Mutes all video and audio, stops screen sharing, disables participant chat, and pauses recording. Learn more about [Zoom's in-meeting security options](#).

- Press the Security button (shield) at the bottom of the Zoom window.
- Choose Suspend participant activities.  
Note: If you do not wish to report the incident directly to Zoom at this time, deselect Report to Zoom box before you click Suspend.



### MEETING AUDIO CONTROLS

**MUTE PARTICIPANTS UPON ENTRY:** with this setting turned on, either on the host's account or when you schedule a meeting, participants who join the Zoom Meeting will have their audio muted. All hosts and participants have the option to turn their audio on, even if you use this setting turning it off when they join.

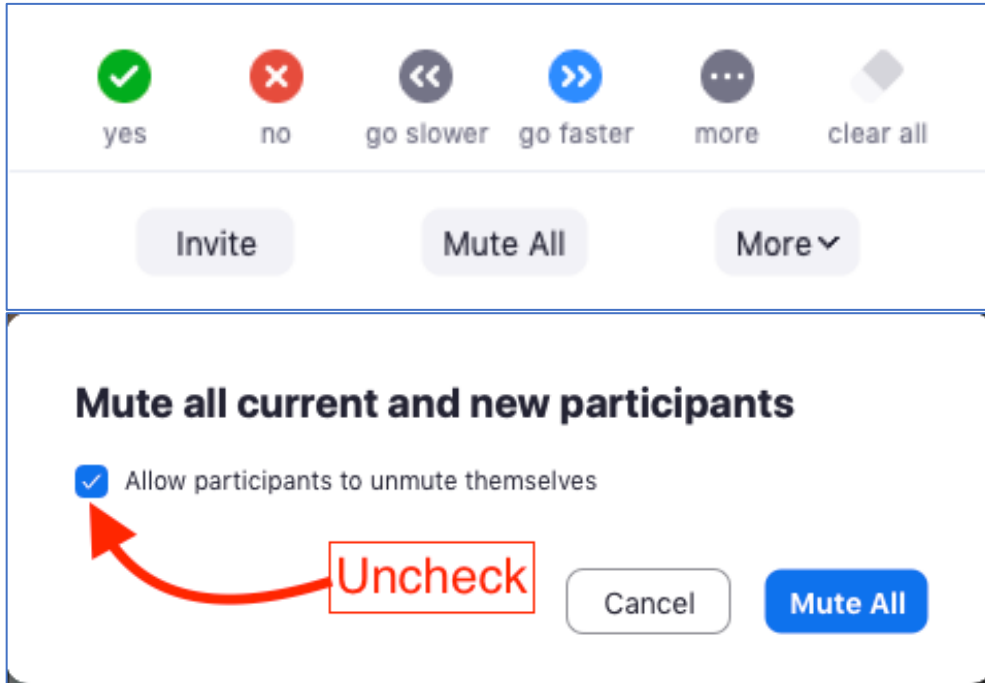
The default setting in all UB Zoom accounts is mute upon entry is off, but you can [turn it on in your settings](#). Learn how to [turn this setting on in an individual meeting](#) instead.

**MUTE PARTICIPANTS DURING THE MEETING:** the host can mute and unmute participants at any time in the meeting, and **CHOOSE WHETHER TO PERMIT PARTICIPANTS TO UNMUTE THEMSELVES** or not. [Learn how to mute participants during a meeting](#).

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### QUICKLY MUTE ALL

Open the Participants Panel > click Mute All > uncheck Allow participants to unmute themselves



### MEETING VIDEO CONTROLS

**PARTICIPANT VIDEO OFF MEETING SETTING:** when you create a new meeting, [you can select who should have their video on and who should have their video off when the meeting starts](#). You can change this during the meeting. All hosts and participants have the option to turn their video on, even if you use this setting so that it is off when they join.

**STOP/START A PARTICIPANT'S VIDEO IN MEETING: THE HOST CAN TURN AN INDIVIDUAL PARTICIPANT'S VIDEO ON OR** off at any time in the meeting. If the host turns a participant's video off, **THE PARTICIPANT CANNOT TURN IT BACK ON UNTIL THE HOST SELECTS "ASK TO START VIDEO" FOR THAT PARTICIPANT.** [Learn how to manage participant video in a meeting](#).

### SCREEN SHARING CONTROLS

In a Zoom Meeting the host can control who can share their screen. The default setting in UB Zoom is that only hosts (including co-hosts) can share their screens. You can ensure that nobody else can share their screen by not adding any co-hosts.

You can change this setting two ways:

1. [Change the setting to allow all participants to share their](#) screens. Be careful with this setting and make sure you follow [UBIT recommendations to secure your meetings](#) to prevent intrusions.

2. If you don't want to allow **ALL** participants to share their screens, but instead want to select which participants are permitted to share their screens, you can [promote participants to a co-host role](#) to allow them to share their screen. You can then choose to demote them back to participant.

## MODERATING THE MEETING

Anytime you have a large number of users it's best to have one or two people in charge of making sure the meeting goes smoothly, so the presenters can concentrate on presenting. The moderator should pay attention to the Chat and Participant panels.

### MONITOR THE CHAT

- Alert the presenter to pertinent questions
- Assist users with technical difficulties. If someone has trouble seeing or hearing have that attendee try these steps:
  - Leave the meeting and re-join
  - Call on the phone if they have trouble hearing or being heard

### MONITOR THE PARTICIPANT PANEL

- [Keep users muted](#) while the presenter is speaking. If you hear noise or someone talking who should not be, simply mute that person.
- [Spotlight video of the speaker](#) so all participants will only see the current speaker. (Participants have the ability to go back to gallery view if they wish).

## QUESTIONS AND ANSWERS VIA CHAT

Set expectations ahead of time for how you want to receive questions from the audience. You can have them send in questions ahead of time and have the host or moderator read the questions at the appropriate time. You can also ask attendees to type their questions in the chat panel. When it's time for questions the host, speaker or moderator can ask the question or the moderator can unmute the person who asked and allow them to speak their question.

During your meeting you have the option to allow attendees to chat with:

- No one – attendees will not see the chat icon
- Host only – attendees can chat with any host or co-host
- Everyone Publicly – attendees can send chats that will be seen by everyone in the meeting
- Everyone Privately – attendees can chat privately with each other; the host will not see these chats and they will not be saved if you save the meeting chat.

[Learn more about controlling in-meeting chat.](#)

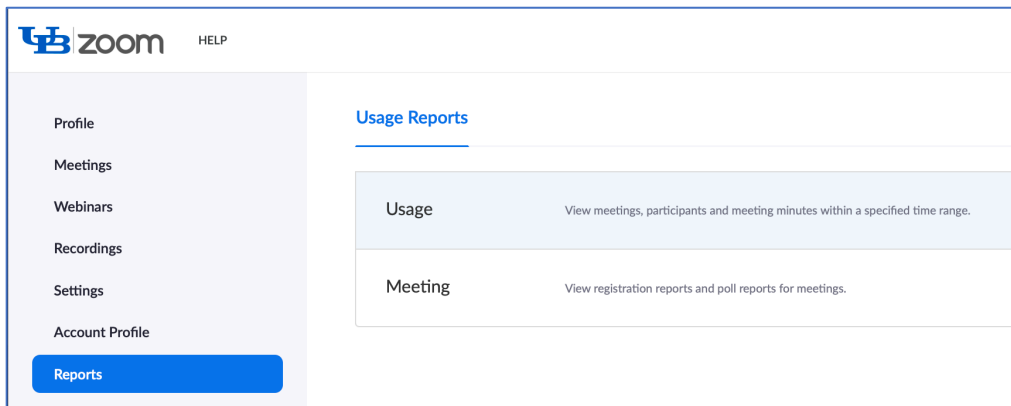
To disable private chat for **ANY** of your meetings [adjust your Meeting settings in the UB Zoom cloud](#). Go to the **In Meeting (Basic)** section to find the chat settings. These settings will be applied to any meeting you schedule. Some can be changed during a meeting.

## AFTER THE MEETING

### PULL REPORTS FOR ATTENDANCE

Do view and download reports on your Zoom meetings you need to login to the [UB Zoom web portal](#).

Click on **Reports > Usage Reports > Usage** to see a list of your meetings.



Select the dates to search.

Scroll over to the Participants column and click on the number of participants to see a preview of your meeting data.

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source
My Meeting	9188		@buffalo.edu			No	09/01/2020 10:05:44 AM	09/01/2020 12:39:16 PM	09/01/2020 02:19:54 PM	105	<a href="#">247</a>	Zoom
My Meeting	9188		@buffalo.edu			No	08/31/2020 10:48:35 AM	09/02/2020 06:22:51 PM	09/02/2020 08:03:59 PM	102	<a href="#">184</a>	Zoom
My Meeting	9188		@buffalo.edu			No	09/01/2020 10:05:44 AM	09/03/2020 12:40:09 PM	09/03/2020 02:12:37 PM	95	<a href="#">247</a>	Zoom
My Meeting	9180		@buffalo.edu			No	09/03/2020 07:45:14 AM	09/03/2020 07:58:32 PM	09/03/2020 08:58:49 PM	64	<a href="#">71</a>	Zoom
My Meeting	9181		@buffalo.edu			No	09/03/2020 07:52:45 AM	09/04/2020 07:58:07 AM	09/04/2020 08:48:01 AM	50	<a href="#">163</a>	Zoom
My Meeting	9188		@buffalo.edu			No	08/31/2020 10:48:35 AM	09/07/2020 06:16:09 PM	09/07/2020 08:01:42 PM	106	<a href="#">188</a>	Zoom
My Meeting	9188		@buffalo.edu			No	09/01/2020 10:05:44 AM	09/08/2020 12:37:36 PM	09/08/2020 02:11:18 PM	94	<a href="#">254</a>	Zoom
My Meeting	9183		@buffalo.edu			No	09/08/2020 03:47:38 PM	09/08/2020 05:16:24 PM	09/08/2020 05:37:27 PM	22	<a href="#">12</a>	Zoom

## REPORT DISRUPTIVE INCIDENTS

If you experience a disruption in your class you or your students can report the incident to the following parties:

[The Office of Equity, Diversity and Inclusion \(EDI\)](#)

Zoom

You can report someone [during a meeting](#) by clicking on the Security > Report

After the meeting report an incident by email

Send the following information to [trust@zoom.us](mailto:trust@zoom.us)

- Meeting ID where the incident occurred
- Email address of the user or room that hosted the meeting
- Date, time, and timezone when this took place
- Type of violation and names of any participants you would like to report

Your department's [IT support team](#)

Your department chair