



## Security and setup for hosting Zoom meetings

### Zoom security best practices:

These precautions help prevent 'Zoom bombing' and other undesirable behaviours. We recommend that you choose settings most appropriate for your group. Some security features may interfere with collaborative practices that you have established with your class.

- Stop random strangers from joining your meeting by sharing Zoom **links** only via private channels like email, calendar invitation or password-protected online resource
- Add a long and strong **meeting password** that you have shared separately to the meeting link. Don't share links to your meeting via the public Internet (e.g. websites/twitter etc.)
- Require that **registration** shows the email address of participants so you can filter out any that you don't recognise
- Set "allow only **authenticated users**" so that only students signed into their school account can join
- Use a **random meeting ID** so it can't be used for multiple meetings and shared on
- Make sure that "**Join before host**" is **disabled** so students cannot meet without you
- Make sure that the "**Waiting room**" is **enabled** so you can decide who is allowed to join the meeting
- Set so "Host only" can **share screen** to stop sharing of undesirable images and videos
- Disable **private chat** so students cannot use a "back channel" to chat
- Disable **participant annotation** to prevent students from annotating and drawing on a shared screen
- **Lock** the meeting once it begins to prevent strangers from joining. It will also prevent latecomers from joining
- Use the Participant settings on the **Zoom toolbar** to Mute, Disable camera and Remove participants. Especially useful if someone has a noisy background and has forgotten to mute
- Ensure you "**end meeting for all**" when you leave the meeting to stop students carrying on without you.



The Security tool on the Zoom Toolbar allows quick access to some key settings. See Zoom's [Best Practices for Securing Your Virtual Classroom](#) for more information.



## Zoom setup

If you're planning to host a meeting, download the latest version of the Zoom desktop client (see the Zoom [Getting started on Windows and Mac](#) page).



Participants do not need to download Zoom. You provide a link for them and they can join using their browser. If participants are using a phone or tablet they will need to download the Zoom app.

The first time you join a Zoom meeting, Zoom will ask for permission to access your camera and audio. Select " Allow" . Join this automated [test meeting](#) to test your audio and video. You can also acquaint yourself with the various controls.

The [Zoom Help centre](#) includes an excellent and comprehensive set of guides, tutorials, videos and live training options.

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## Using Zoom



See [Hosting Video Conferences - CLA Tips](#). There are a number of tools available within Zoom that enhance online meetings; hands up and reaction icons, chat, breakout rooms and polls. Some features are only available in paid versions of Zoom.

Refer to the [Zoom Help centre](#) and [Zoom Tools - CLA Tips](#) for a visual preview of some key tools.

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For more information for administrators please refer to the Ministry of Education's [Video conferencing options and guidance for early learning services, schools and kura](#).

Further safety information is available on [Net safe](#) .

