Zoom Security Checklist

☑ 1. Update Your Zoom App

Make sure you have access to the latest security features by keeping Zoom up to date on all your devices **https://zoom.us/download**

☑ 2. Configure Your Account

Account settings should maximize security and privacy. Limit unwanted behaviour by making students identifiable and restricting their actions in meetings, while not sharing their details in recordings.

☑ 3. Set a Meeting Password

Your meetings should be created with a unique password, and this setting should remain enabled. Avoid reusing the same password.

☑ 4. Schedule Unique Meetings

Avoid using your *Personal Meeting ID* for regularly scheduled meetings. Instead, schedule meetings in advance and as their own separate meeting.

☑ 5. Enable the Waiting Room

Participants will see a customized *Waiting Room* screen when they log into a meeting. You can then select and invite recognized participants into the meeting. Participants can also be placed back into waiting rooms if needed.

☑ 6. Know How to Manage Participants

When you create the meeting, you can disable all cameras and microphones. During the meeting you can mute all or individuals at any time, disable individual video, or kick unruly participants out of a meeting.

☑ 7. Manage What Participants Share

You can manage who can share their screen, video or microphone as well as what can be shared in the chat. Consider restricting these until required.

☑ 8. Lock Your Meeting

Once everyone you expected has joined, you can lock the meeting and prevent any new participants from joining.

CourseLink Technical Support

If you have any questions or would like more information about remote delivery, please contact CourseLink Support. We are here to help you.

Phone: 519-824-4120 ext. 56939
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Hours of Operation
Monday - Friday: 8:30 a.m. - 8:30 p.m.
Saturday: 10 a.m. - 4 p.m.
Sunday: noon - 6 p.m.
Holidays: 10 a.m. - 4 p.m.
All times listed above are Eastern Time.