Securing Zoom meetings

One of the main features that makes Zoom meetings so easy to use is the ability for users to freely join meetings without having to have a Zoom account (anonymously). While this is a helpful and convenient feature in most cases, it can also present challenges for larger Zoom sessions (more than 20 participants). Below are some recommendations and best practices, as well as default settings, for securing your Zoom meetings.

Preventing anonymous participants from joining a Zoom meeting

**Require users to log in (authenticate) to join Zoom meeting** *(recommended setting)*

In your meeting settings, check the *Only authenticated users can join meetings* option. See step by step instructions *Require users to log in (authenticate) to join Zoom meeting.*

**Require a password to access your meeting**

You can require participants to enter a password in order to access your meeting (including instant meetings) and webinar. Remember, however, you will need to have a way to share this password with participants.

**Require participants to register for your meeting**

Requiring participants to register will allow you to collect names, email addresses, and other custom questions as you want. See additional documentation on how to do this:

- Using registration for meetings
- Scheduling a webinar with registration *(Zoom Webinar license required)*

Best practices and essentials for hosting a meeting

**Always make sure to log in as the host of your own meeting**

While this may sound automatic, it is imperative to make sure that you actually are logged in with your Lehigh credentials when hosting a meeting to be sure that you are actually the host. The best ways to ensure this is to first *log in to the Zoom app* (if already installed on your device) or log in directly at *https://lehigh.zoom.us* and then select the current meeting you want to start as the host.

**Avoid posting meeting links (URLs) publicly**

It is strongly recommended to only share your Zoom meeting link with intended participants. This means avoiding sharing your Zoom meeting links on public web sites and social media. Instead share your meeting links via secure web sites behind authentication, such as your Course Site course, and directly with participants via email.

**Update your Zoom App**

Please update your add Zoom app as new Security features added - *https://youtu.be/OeFdlssWeuk*