

Easy as 1-2-3

Simple steps to take to safeguard your next Zoom meeting

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Disable Guest Screen Sharing

Doing so limits the screen that is visible to the presenters screen, eliminating the possibility of Zoom Bombers flooding your meeting with inappropriate materials. To disable Guest Screen Sharing follow the 4 simple steps

1. Start the meeting
2. Move mouse to bottom of the screen, clicking the small arrow next to "Share Screen"
3. Click "Advanced Sharing Options..."
4. Toggle "Only Host" under the header "Who Can Share"

Use the Waiting Room Option

This feature has participants enter a waiting room until they are manually moved into the meeting by the host. This lets people who show up early know that they are in the correct place, ensures that new arrivals won't disrupt the meeting by joining and being loud upon arrival, and it allows the meeting host to disable Guest Screen Sharing before the meeting begins. Follow these 3 steps to enable a waiting room:

1. When scheduling a meeting click "Advanced Options"
2. Toggle "Enable waiting room"
3. When you open the meeting, you may approve individuals from the waiting room individually, or you may admit all using one click.

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Utilize Other Features

By taking the above steps we can go along ways toward protecting our meetings. By using some of the features discussed below we're able to improve the quality of our meetings:

1. Require the "Host" to be present before beginning a meeting, this will further safeguard meetings
2. Utilize the "Mute All/Unmute All" features during the meeting to keep participants from interrupting the meeting during non-public participation portions of the meeting
3. Use the "Raise Hand" feature, that allows participants to silently raise hands when they want to speak, allowing the host to call on speakers to ensure an orderly meeting
4. Remember although the "Private Chat" feature allows you to message a single individual, these messages become public after the meeting

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Keeping Zoom Meetings Open and Productive

As social distancing has become the norm over the past few weeks, Zoom has emerged as a valuable tool, not only to communicate with each other as we work from home, but also as the preferred option for hosting public meetings as it is free, easy to use, and a powerful tool.

Unfortunately the tool has also proven to be a favorite of internet trolls, and bad actors. with the FBI warning of "Zoom Bombing" instances where bad actors and trolls hijack public meetings, with a particularly troubling case of Zoom Bombers flooding a School district meeting with racist, sexist, and pornographic images. As public bodies, our publically advertised meetings are vulnerable to these same type of raids, luckily there are a few simple steps we can take to protect our meetings, while keeping them open to the public