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01 Set Meetings to Private

Users can set the meeting to "Private" through two options, including asking participants to join the meeting with password, or enabling the "Waiting Room" function to control the entry of participants.

02 Suggestions for Creating or Sharing a Meeting

- Use a different meeting ID and password in each meeting.
- Share the meeting link privately with participants (for example by email) to ensure that the meeting link is private.
- Don’t share meeting links on social media platforms to avoid the links being searched publicly.

03 Avoid Sharing Confidential Information

During the meeting, avoid sharing or discussing confidential information or message.
SECURITY SETTINGS AND RECOMMENDATIONS

04 MAKE SURE THAT THE LATEST VERSION IS USED
- Keep ZOOM updated to the latest version.
- Update the operating system frequently.
- Install anti-virus software and keep its definition files updated.
- Only download the software from the official website or official app store.

05 LOG-OUT IF YOU ENCOUNTER ABNORMAL CONDITIONS
If you encounter any abnormal conditions during the meeting, you should immediately log out from all ZOOM accounts and change the account password.

06 VIDEO RECORDING OF THE MEETINGS
If the host wants to record the meeting, he/she should firstly notify all participants and keep the video clips properly.

07 IDENTIFY PARTICIPANTS
Participants should use identifiable names to make it easier for the host to identify participants.
SET A RANDOM ZOOM MEETING ID

When you are scheduling a meeting, **disable** the "Use Personal Meeting ID" option and it will randomly generate a meeting ID to avoid exposure of your personal meeting ID.
SET A MEETING PASSWORD

When you are setting up "Personal Meeting ID", select "Require Meeting Password", and then specify a strong password. Participants are required to use this password to join your meeting.
DISABLE "ALLOW JOIN BEFORE HOST"

This option allows participants to join the meeting before the host joins. However, if you select this option, the first participant entering the meeting will automatically become the host of the meeting, who has complete control of the meeting settings.

When setting "Personal Meeting ID", disable "Allow Join Before Host".

PERSONAL MEETING ID (PMI)

PASSWORD

Required Meeting Password

Password

Host Video On

Participant Video On

Audio Option

Enable Waiting Room

Allow Join Before Host

Automatically Record Meeting
When scheduling a meeting, "Enable Waiting Room" function allows the host to control when a participant joins the meeting.
If necessary, you can remove a participant from the meeting. Select the participant who needs to be removed from the participant list, then select "Remove".
“Lock Meeting” function can prevent anyone new from joining. Enable “Lock Meeting” under the meeting settings.
RESTRICT SCREEN SHARING

The meeting can be restricted so that only the host of the meeting can share their screen. Disable "Allow Participants to Share" under the meeting settings.

- **Allow Participants to Share**
Reference

1. Zoom Help Centre <Meetings & Webinars>
https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars

2. HKCERT <HKCERT proposes 10 measures to secure Zoom Meetings>
https://www.hkcert.org/my_url/en/blog/20040201

3. Privacy Commissioner for Personal Data, Hong Kong <Zoom Data Security Incident>

4. Education Bureau <Using e-learning platforms in combination with flipped classroom strategy to support student learning at home>