

ZOOM APP

SECURITY SETTINGS AND RECOMMENDATIONS

**MOBILE
VERSION**

01 SET MEETINGS TO PRIVATE

**02 SUGGESTIONS FOR CREATING
OR SHARING A MEETING**

**03 AVOID SHARING CONFIDENTIAL
INFORMATION**

**04 MAKE SURE THAT THE
LATEST VERSION IS USED**

**05 LOG-OUT IF YOU ENCOUNTER
ABNORMAL CONDITIONS**

**06 VIDEO RECORDING OF THE
MEETINGS**

07 IDENTIFY PARTICIPANTS

ZOOM APP

SECURITY SETTINGS AND RECOMMENDATIONS

**MOBILE
VERSION**

**08 SET A RANDOM ZOOM
MEETING ID**

09 SET A MEETING PASSWORD

**10 DISABLE “ALLOW JOIN
BEFORE HOST”**

**11 USE WAITING ROOM
FUNCTION**

**12 REMOVE ZOOM MEETING
PARTICIPANTS**

13 LOCK MEETING

14 RESTRICT SCREEN SHARING

**MOBILE
VERSION**

SECURITY SETTINGS AND RECOMMENDATIONS

01 SET MEETINGS TO PRIVATE

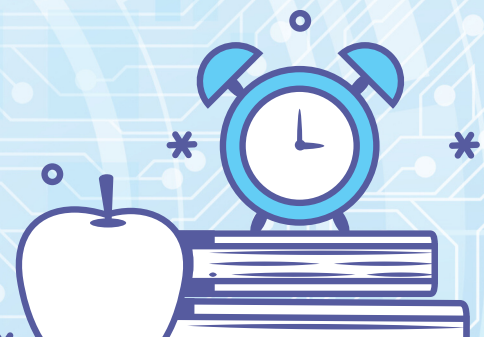
Users can set the meeting to "Private" through two options, including asking participants to join the meeting with password, or enabling the "Waiting Room" function to control the entry of participants.

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.



**MOBILE
VERSION**

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

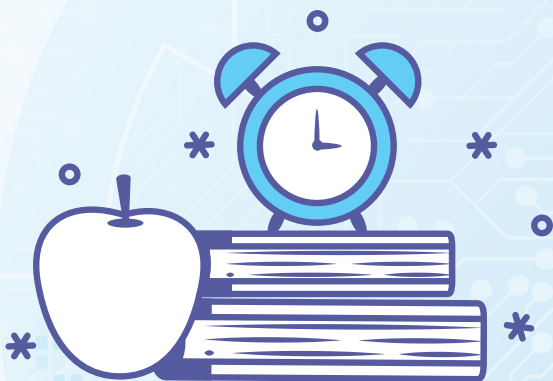
If you encounter any abnormal conditions during the meeting, you should immediately log out from all ZOOM accounts and change the account password.

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.





SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

08

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.

[Redacted] 's Zoom Meeting

Starts Tomorrow at 10:00 >

Duration 30 mins >

Time Zone Hong Kong >

Repeat Never >

Use Personal Meeting ID ☒

If this option is enabled, any meeting options that you change here will be applied to all meetings that use your personal meeting ID

PASSWORD

Required Meeting Password ☒

Password Input password

MEETING OPTIONS

Host Video On ☐



SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

09

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.

PERSONAL MEETING ID (PMI)

PASSWORD

Required Meeting Password



Password

Input password

Host Video On



Participant Video On



Audio Option

Telephone and Device Audio

Enable Waiting Room



Allow Join Before Host



Automatically Record Meeting





SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

10

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)	
<input type="text"/>	
PASSWORD	
Required Meeting Password	<input checked="" type="checkbox"/>
Password	Input password
Host Video On	
<input type="checkbox"/>	
Participant Video On	
<input type="checkbox"/>	
Audio Option	Telephone and Device Audio
Enable Waiting Room	
<input type="checkbox"/>	
Allow Join Before Host	
<input type="checkbox"/>	
Automatically Record Meeting	
<input type="checkbox"/>	



SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

11

USE WAITING ROOM FUNCTION

When scheduling a meeting, "Enable Waiting Room" function allows the host to control when a participant joins the meeting.

Personal Meeting ID

Save

PERSONAL MEETING ID (PMI)

PASSWORD

Required Meeting Password

Password Input password

Host Video On

Participant Video On

Audio Option

Telephone and Device Audio

Enable Waiting Room

Allow Join Before Host

Automatically Record Meeting



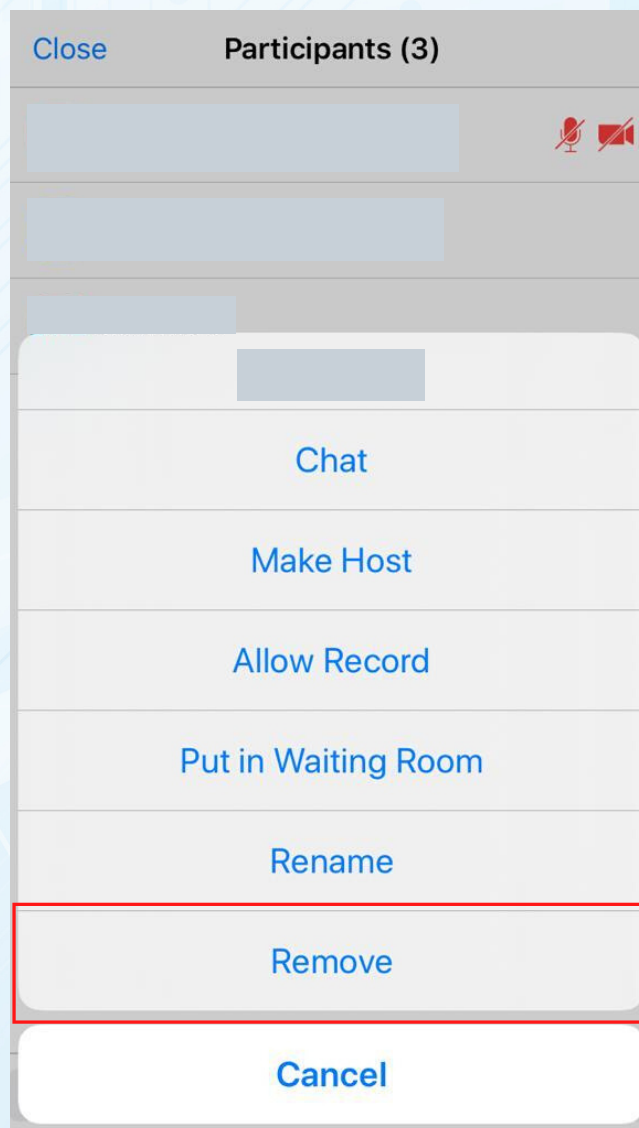
SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

12

REMOVE ZOOM MEETING PARTICIPANTS

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".





SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION


13

LOCK MEETING


“Lock Meeting” function can prevent anyone new from joining.

Enable “Lock Meeting” under the meeting settings.


Meeting Topic Zoom Meeting >

Lock Meeting 


Do not allow new participants to join

Mute on Entry 


Automatically mute when participants join

Play Chime for Enter/Exit 

Play sound as participants join or leave

Put Participant in Waiting Room on Entry 

Allow Participants to Chat with Everyone >

Allow Participants to Rename 



SECURITY SETTINGS AND RECOMMENDATIONS

MOBILE
VERSION

14

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.

Lock Meeting	<input type="checkbox"/>
Do not allow new participants to join	
Mute on Entry	<input type="checkbox"/>
Automatically mute when participants join	
Play Chime for Enter/Exit	<input type="checkbox"/>
Play sound as participants join or leave	
Put Participant in Waiting Room on Entry	<input type="checkbox"/>
Allow Participants to Chat with	Everyone >
Allow Participants to Rename	<input type="checkbox"/>
Allow participants to change their name during a meeting	
Allow Participants to Share	<input type="checkbox"/>
Allow participants to share content	

FOR MORE CYBER SECURITY TIPS, PLEASE VISIT

CYBERSECURITYCAMPAIGN.COM.HK



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>**
https://www.pcpd.org.hk/english/media/media_statements/press_20200401.html
4. **Education Bureau <Using e-learning platforms in combination with flipped classroom strategy to support student learning at home>**
<https://www.edb.gov.hk/en/edu-system/primary-secondary/applicable-to-primary-secondary/it-in-edu/flipped.html>