RNCM
ROYAL NORTHERN COLLEGE of MUSIC

Advice for securing your Zoom sessions

Zoom provides a number of significant security options to allow you to secure your meetings and teaching spaces to ensure that you and your students are kept safe while using their video conferencing platform.

The RNCM has established default settings for meetings scheduled with an RNCM account to maximise the security of meetings while proving the greatest flexibilty to all our staff and students, however it is important to understand the key settings and how to change them should you need to.

Security Overview - RNCM Default settings

1. All meetings should have a **password** set to limit who can access the meeting

2. All meetings should have a **waiting room** so that participants cannot enter until permission is given by the host

3. All meetings should have **private chat disabled** to ensure that all communication is private

4. All meetings should require participants to be **authenticated** with and logged in to Zoom

5. All meetings should have the **Join Before Host** option disabled to ensure the host must be present before participants

6. All meetings should use a random meeting ID rather than your **Personal Meeting ID**
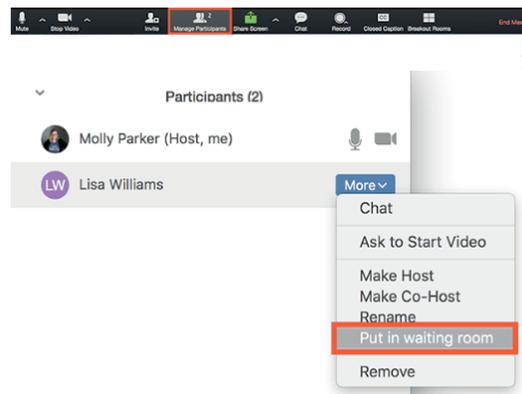
Waiting Rooms

The Waiting Room is just like it sounds: It's a virtual staging area that prevents people from joining a meeting until the host is ready. Meeting hosts can customize the Waiting Room settings to gain further control over which participants join a specific meeting and when.

1. Sign in to your account in thezx Zoom Web Portal and access the Settings tab.
2. Click on the In Meeting (Advanced) option.
3. Search or scroll to find the Waiting Room option.
4. Toggle the button next to the Waiting Room to enable this feature.
5. After enabling the Waiting Room feature, you can choose to send all participants to the Waiting Room when they join or to send only guest participants (external accounts) to the Waiting Room. You can also allow other internal participants to admit guests from the Waiting Room if the host is not yet in the meeting.
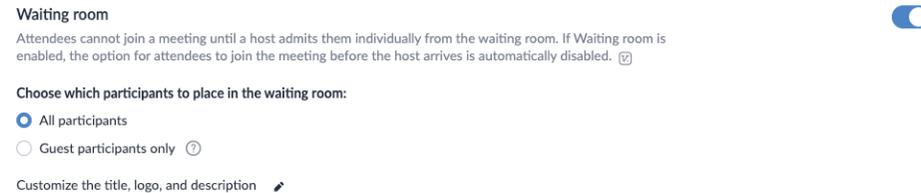
Now, when you schedule a meeting, the Waiting Room is enabled for all future meetings.

ou also can use the Waiting Room feature during a meeting, which allows the host to put participants into a Waiting Room on the fly. This is a great feature because you can control when people join your meeting. For instance, the host can send specific attendees back into the Waiting Room if they are signed-in internal participants that were not put in the Waiting Room initially or if the host accidentally admitted someone and needs to send them back out.

In Meeting Security Settings

1. Click **Security**

Available security settings are:

Lock Meeting: Locks the meeting, keeping new participants from joining the meeting.

Enable Waiting Room: Enables Waiting Room for incoming new participants or to move current participants into the Waiting Room.

Allow participants to:

Share Screen: Allows participants to start Screen Shares

Chat: Allows participants to use the chat function.

Rename Themselves: Allows participants to rename themselves from the Participants panel.

Annotate on Shared Content: Allows participants to annotate over content shared during the meeting. The host can enable or disable annotation when the host is sharing.

Remove Participant: Allows the removal of a participant from a meeting. The participant can not re-join unless Allow removed participants to rejoin is enabled in Meeting settings.

Useful Links for Additional Information on Scheduling and Securing Meetings https://support.zoom.us/hc/en-us

Scheduling Meetings
https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings

Your Account Settings
https://rncm.zoom.us/profile/setting

Best Practices for Securing your Classroom
https://blog.zoom.us/wordpress/2020/03/27/best-practices-for-securing-your-virtual-classroom/

Zoom Support During Covid-19
https://zoom.us/docs/en-us/covid19.html?zcid=1231

Keeping out Uninvited Guests
https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event/

If you need any more advice about using Zoom for lessons, please contact soundanndvideo@rncm.ac.uk