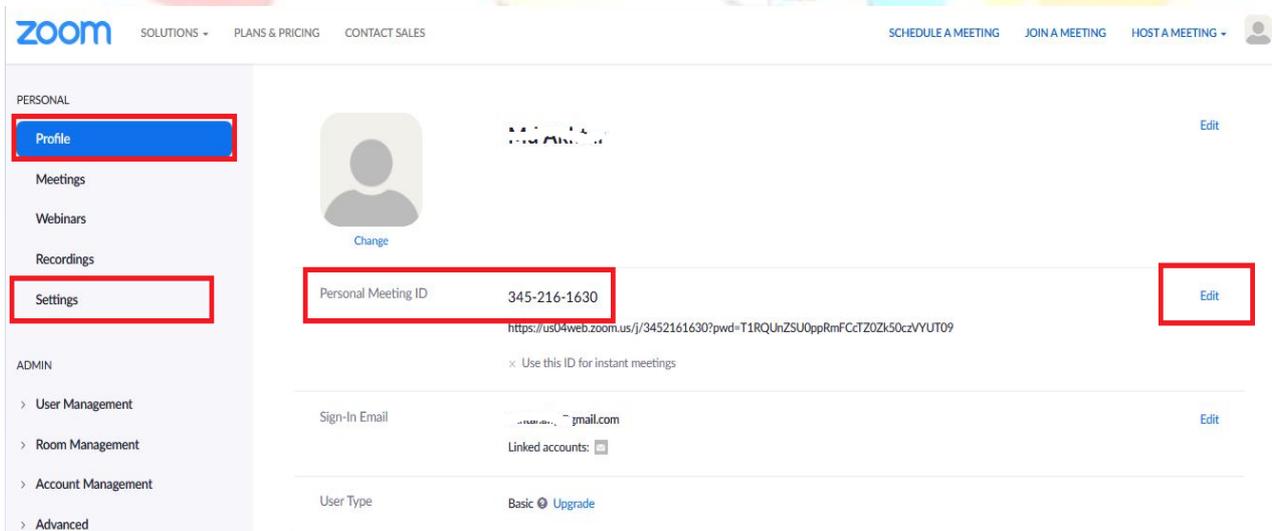


## Section 1: Security Configuration Through website

1. Logging into zoom Website: <https://zoom.us/> by entering your account credentials



2. After login, page looks like this. Three important and useful links are shown in red boxes, profile, setting and personal meeting ID



3. Click profile-> edit button in front of personal meeting ID shown in above diagram and un-check the box shown below and click save changes.

Personal Meeting ID

Only paid user can choose a Personal Meeting ID. [Upgrade](#)

**Un-check** →  Use Personal Meeting ID for instant meetings

**Click save** →

4. Click the setting on home page and keep on scrolling down the window and make necessary configuration as shown in figures below. Only important ones are marked in red boxes and others could be anything

**PERSONAL**

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

**ADMIN**

**Meeting**   Recording   Telephone

Schedule Meeting  

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

**Host video**  
Start meetings with host

**Participants video**  
Start meetings with parti meeting.

### Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

### Join before host

Allow participants to join the meeting before the host arrives



### Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.



### Use Personal Meeting ID (PMI) when starting an instant meeting



### Only authenticated users can join meetings from Web client

The participants need to authenticate prior to joining meetings from web client



### Require a password when scheduling new meetings

A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



### Require a password for instant meetings

A random password will be generated when starting an instant meeting



### Require a password for Personal Meeting ID (PMI)



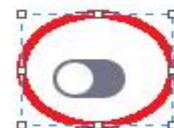
Only meetings with Join Before Host enabled

All meetings using PMI

Password 0101

### Embed password in meeting link for one-click join

Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the



**Require password for participants joining by phone**

A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.



**Mute participants upon entry**

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves.



**In Meeting (Basic)**

**Require Encryption for 3rd Party Endpoints (H323/SIP)**

Zoom requires encryption for all data between the Zoom cloud, Zoom client, and Zoom Room. Require encryption for 3rd party endpoints (H323/SIP).



**Chat**

Allow meeting participants to send a message visible to all participants

Prevent participants from saving chat



**Private chat**

Allow meeting participants to send a private 1:1 message to another participant.



**Auto saving chats**

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.



**File transfer**

Hosts and participants can send files through the in-meeting chat.

**Disable if not required**



**Screen sharing**

Allow host and participants to share their screen or content during meetings



**Who can share?**

Host Only     All Participants ?

**Who can start sharing when someone else is sharing?**

Host Only     All Participants ?

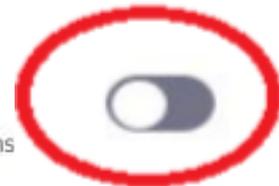
**Disable desktop/screen share for users**

Disable desktop or screen share in a meeting and only allow sharing of selected applications.



**Annotation**

Allow participants to use annotation tools to add information to shared screens



**Whiteboard**

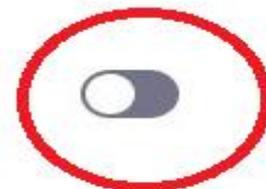
Allow participants to share whiteboard during a meeting

if not required



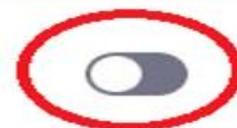
**Allow removed participants to rejoin**

Allows previously removed meeting participants and webinar panelists to rejoin



**Allow participants to rename themselves**

Allow meeting participants and webinar panelists to rename themselves.



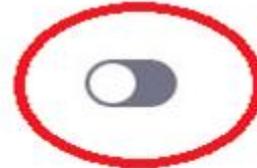
### Far end camera control

Allow another user to take control of your camera during a meeting



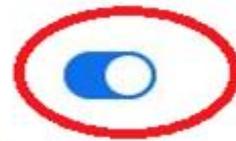
### Virtual background

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.



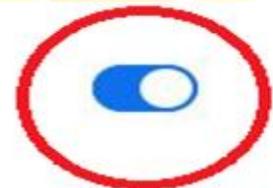
### Identify guest participants in the meeting/webinar

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 



### Waiting room

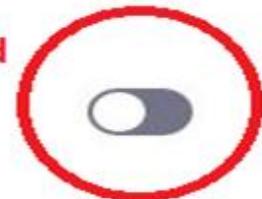
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 



### Disable if not required

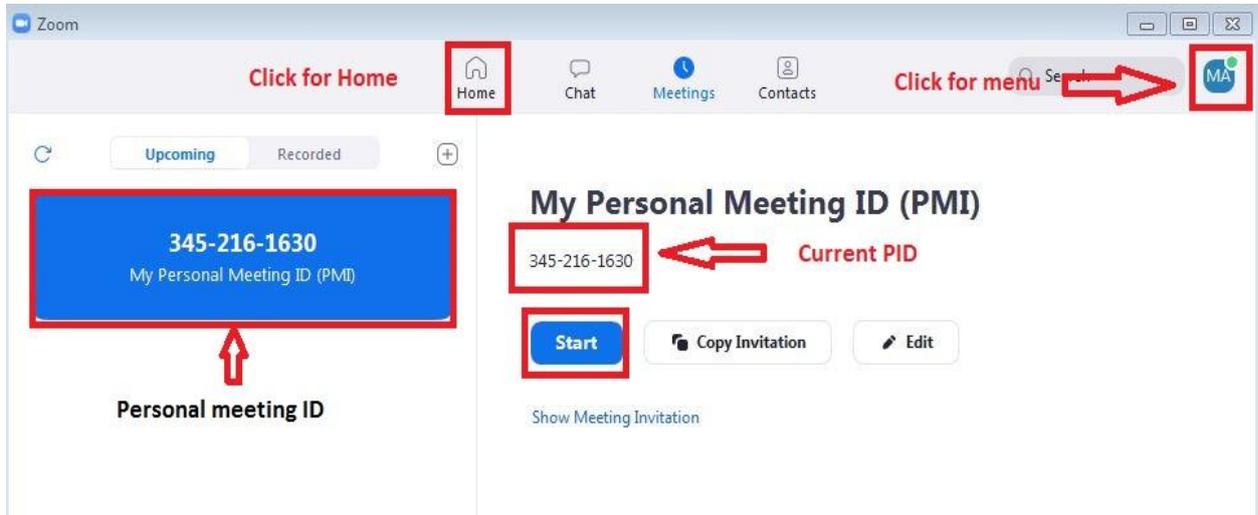
### Show a "Join from your browser" link

Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited



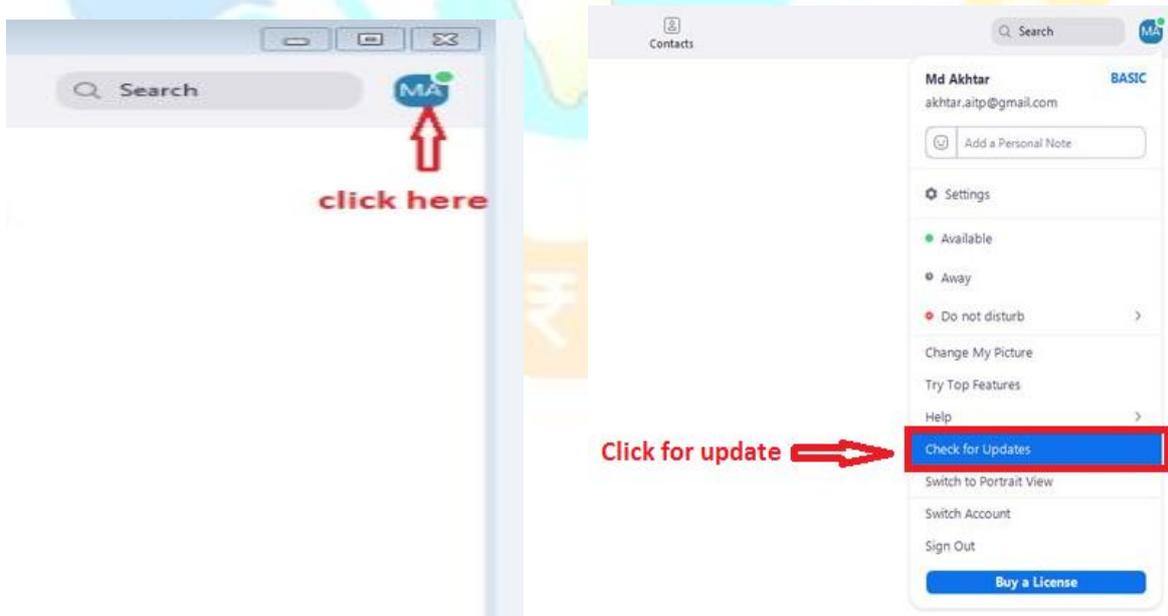
## Section 2: Security Configuration Through App

### 1. Zoom meeting App when launched look like this:



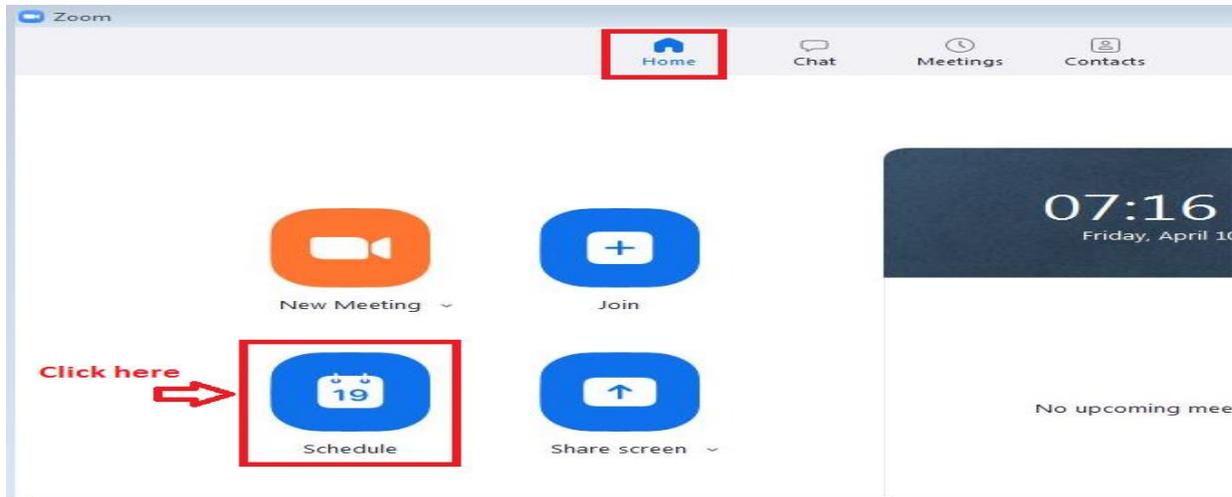
### 2. Update your App: First and fore most important thing is to update your Zoom App:

- click menu -> navigate to check for update -> click



## 6. Scheduling a meeting with randomly generated ID and password

- Click schedule as shown below



- The window as shown below will open up

**Schedule Meeting**

Topic: Test Meeting

Start: Fri April 10, 2020 08:00 PM

Duration: 0 hour 30 minutes

Recurring meeting Time Zone: India

**Meeting ID**

Generate Automatically  Personal Meeting ID 345-216-1630

**Password**

Require meeting password 019620

**Video**

Host:  On  Off Participants:  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

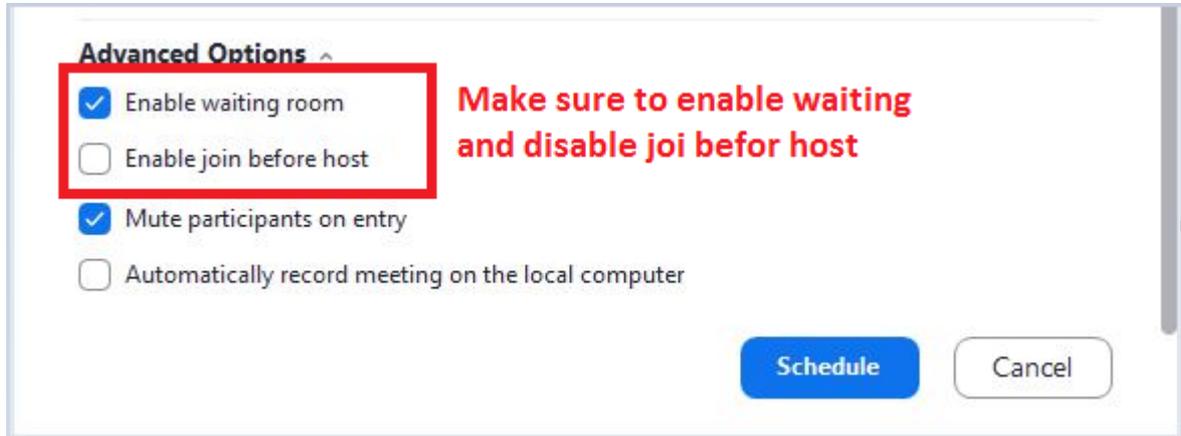
**Calendar**

Outlook  Google Calendar  Other Calendars

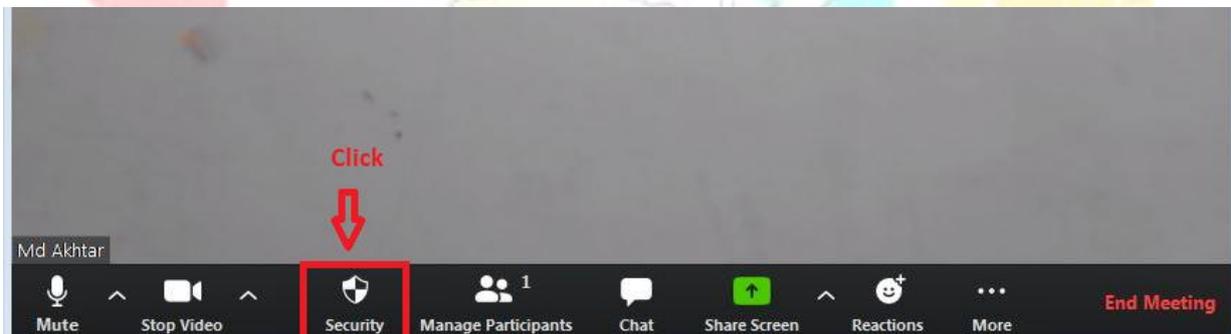
**Advanced Options**

Schedule Cancel

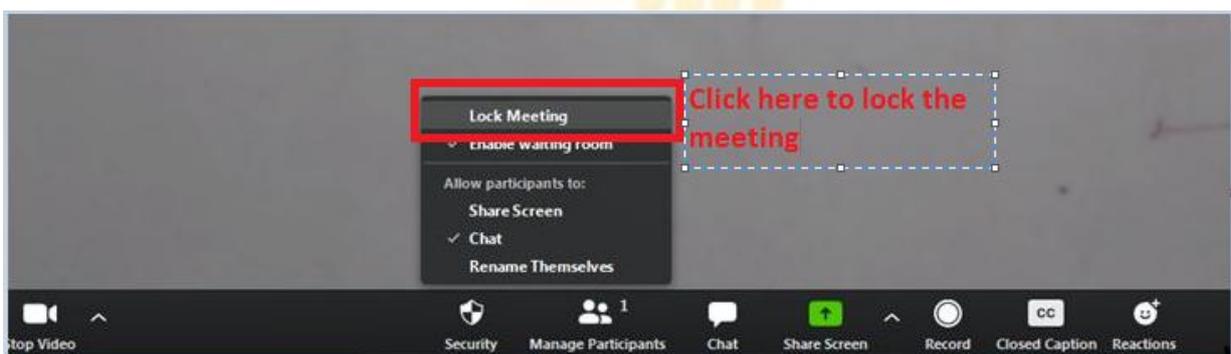
- After clicking **advanced Options** shown in above window following expansion will open and do setting as shown below.



6. **Lock the meeting** session, once all attendees have joined
- Once meeting is in progress, control bar looks like this

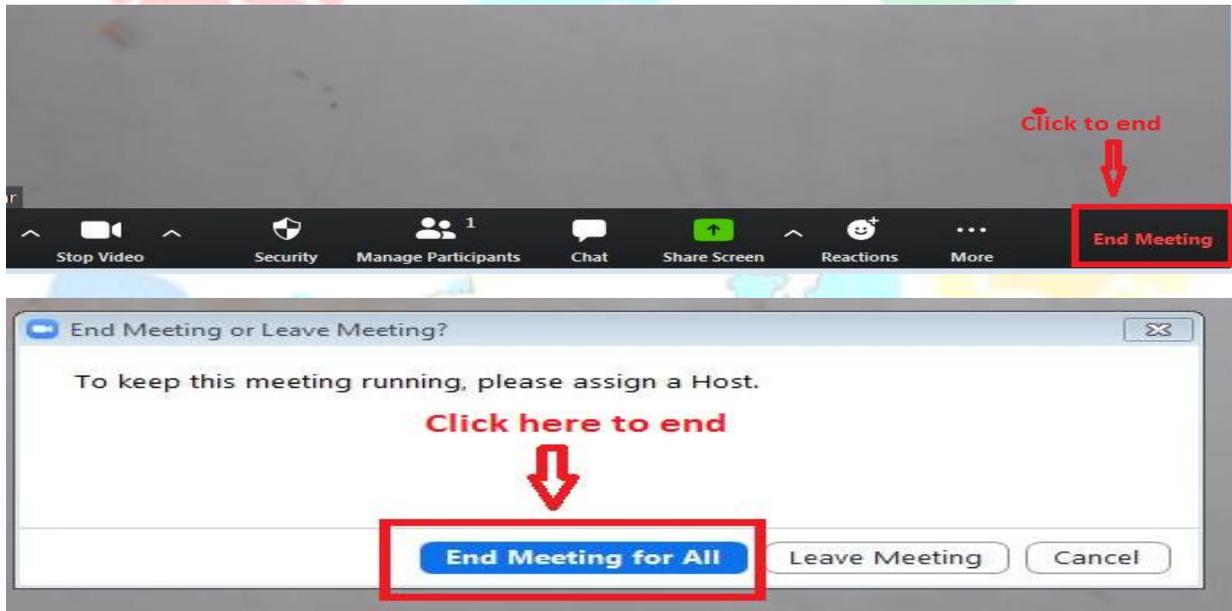


- Click **Security** and click on **Lock Meeting**, if all your participants have joined. you can enable waiting room from here also. you can also disable share screen by users from here



### Miscellaneous tips:

- Don't use your personal meeting Id (PMI) to host event, instead use randomly generated meeting IDs for each event.
- Don't share your link on public platform, instead share randomly generated meeting id and password for every new meeting session/schedule. It makes it much secure and difficult to leak.
- If you are admin, remember to end meeting, dont just leave meeting.



- Sign out of your account when not in use

\*\*\*\*\*

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