

# ZOOM



## DO's and Don'ts

*The key to safety and security is hardware, software and peopleware.  
Safeguard yourself against intrusions and make your video conference more secure.*

### DO set up Meeting password

Requiring a password before a participant is allowed to join a meeting is effective against Zoom bombing - where unauthorised people gain access to your meeting



#### 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)



Modified [Reset](#)

☐ Only meetings with Join Before Host enabled

☒ All meetings using PMI

## DO turn off 'Join before host'



Do not allow your participants to join the virtual meeting before you arrive. This stop unwanted visitors from entering the meeting before you.

zoom

JOIN HOST

### Join before host

Allow participants to join the meeting before the host arrives



## DO disable recording when it is not required

Respect everyone's privacy and reduce the risk of the videos bring leak, disable your recording function.



zoom

JOIN HOST

Meeting Recording Telephone

### Recording

#### Local recording

Allow hosts and participants to record the meeting to a local file



Modified [Reset](#)

#### Automatic recording

Record meetings automatically as they start



## DO control host and participant video

Set both host and participant video to OFF so that you and your participants can switch it on when ready.

[Meeting](#) [Recording](#) [Telephone](#)

Schedule Meeting

### Host video

Start meetings with host video on



### Participants video

Start meetings with participant video on. Participants can change this during the meeting.



## DON'T use your personal Zoom Meeting ID

Do not use Personal Meeting ID (PMI) when scheduling a meeting. Anyone who knows your ID can try to join your personal meetings.

### 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

