

Zoom – Addressing Security and Privacy Concerns

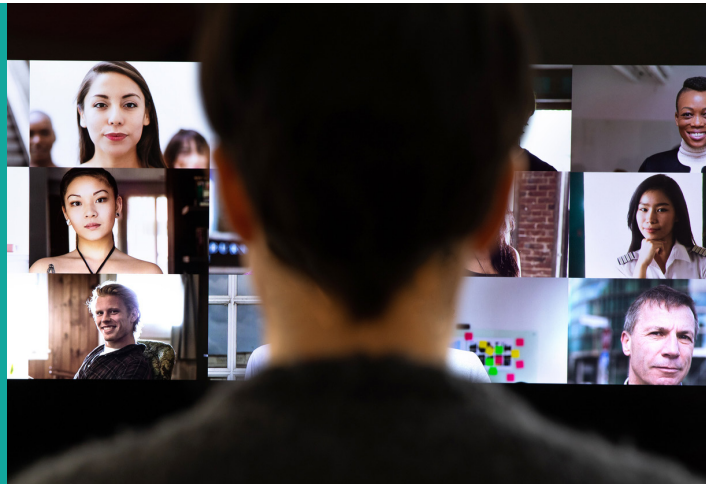


You may have heard media reports over the past few weeks concerning security issues regarding using Zoom. These issues are being attended to by Zoom and links to communications from them are located here:

[Zoom security and privacy issues](#)

This communication covers it well

[Zoom: A message to our users](#)



To help minimise any risks with security and privacy issues when hosting a meeting, please consider the 2 options below when you schedule a meeting.

1. Enable Passwords

By default, the requirement for a password is not enabled. Assigning a password to a meeting minimises the risk of un-invited guests joining your meeting.

- ▶ **For the host:** When scheduling a meeting, ensure the option to Enable Passwords is selected, and Zoom will automatically generate a password which will be included in the invite to the participants.
- ▶ **For the participant:** If you elect to join the meeting by clicking on the link, there will be no change in the process as the password is included (embedded) in the link. If you join by clicking on the Join Meeting button and entering the meeting ID, you will then be prompted to enter the password. This can be found in the original invite request.

2. Enable Waiting Rooms

This enables the host of a meeting to admit only known people to a meeting. When someone joins the meeting (invited or not) they are placed in the Waiting Room for the meeting where the host can vet them before admitting them to the meeting. (Please note that when this option is enabled, Enable Join Before Host cannot be enabled).

- ▶ **For the host:** When scheduling a meeting, ensure that the option Enable waiting room is selected. This is located under Meeting Options.

As participants join the meeting, they will be automatically placed into the Waiting room where they remain until the host admits them to the meeting (or declines them).

[Click here for or a short video on managing waiting rooms \(2 mins\)](#)

- ▶ **For the participant:** When you connect to the meeting, you will be placed in the Waiting Room and a message will be displayed advising you that you are waiting for the host to admit you to the meeting. Once the host admits you, the meeting continues as usual.

Note

Zoom has turned on these 2 features by default for users outside the Synod account arrangement.

Synod IT have elected not to turn on these 2 default options at this stage to avoid any confusion for users.

For additional security and privacy measures, as well as Zoom video tutorials, please click on the links below.

[Your meetings will be safe and secure if you do these 10 things](#)

[Zoom Video Tutorials](#)

For more up to date information, go to [Zoom's blog site](#) and consider subscribing to receive updated information as it is released.