

Zoom Best Practices

Security

Using Corporate Accounts

If you're using your corporate zoom accounts, your zoom administrator has access to all of the meetings you generate, including the list of participants in your meeting (if they sign in).

For standing large gatherings, it's recommended to use a personal zoom account. If you need a meeting longer than the free 40 min, please purchase a personal paid zoom account.



The screenshot shows the 'Meeting Participants' dialog box in Zoom. It includes an 'Export' button and a table of participants. The table has columns for Name (Original Name), User Email, Join Time, Leave Time, Duration (Minutes), and Attentiveness Score. One participant, David Lee, is listed with a duration of 0 minutes and an attentiveness score of 100.0%.

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Attentiveness Score
David Lee	David_Lee@gap.com	03/18/2020 08:59:03 AM	03/18/2020 08:59:03 AM	0	100.0%

Zoom Bombing

Recently there was an incident on Tech Crunch where a random person joined a publicly available zoom meeting and started showing inappropriate content through screen share(<https://techcrunch.com/2020/03/17/zoombombing/>). This was able to happen because zoom by default allows any participant to share their screen, and zoom requires an extra step from preventing participants who have been kicked off from signing back in to the meeting. Feel free to read the article but here are the suggested settings to prevent something like this from happening:

Suggested Settings

Most of these settings can be set here: <https://zoom.us/profile/setting>

- Disable "Join Before Host" so people can't cause trouble before you arrive <https://support.zoom.us/hc/en-us/articles/202828525>
- Enable "Co-Hosts" when appropriate so others can help you moderate - only applies to paid accounts ([Enabling and adding a co-host](#))

Updated March 19, 2020 11:29PM (PST)

- Disable “File Transfer”
https://support.zoom.us/hc/en-us/articles/209605493-In-Meeting-File-Transfer#h_35f5965f-bae8-49b2-a1a9-8956fb8022ff
- Disable “Allow Removed Participants to Rejoin”
<https://support.zoom.us/hc/en-us/articles/360021851371>
- Set “Only Host” can share screen
https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting#h_135deff0-a391-4162-861b-204c020febb3

Optional Settings

These settings will also help with security, but they might make it more restrictive for people to join your gatherings (ie if you’re trying to have a large zoom gathering)

- Set a password to join your meeting
https://support.zoom.us/hc/en-us/articles/360033559832-Meeting-and-Webinar-Passwors-#h_08008f75-230f-4805-93e1-c76d836efd0e

Disabling Private Chat

Zoom has a private chat feature that is DIFFERENT from the normal chat that you see on the side of your zoom screen.

It’s recommended to DISABLE this feature.

You can adjust this setting in the web settings (<https://zoom.us/profile/setting>)

Private chat

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



More Info:

https://support.zoom.us/hc/en-us/articles/115004809306-Controlling-and-Disabling-In-Meeting-Chat#h_d9a04597-0138-4fb9-86cd-81cc4c68b21f

Communicating over Zoom

Overall Feel

Now that everyone is on video and there is no in-person gathering, we should anticipate that the feel of the gatherings will be very different. The zoom call itself will be the experience.

This might mean that we'll have to change in the following ways:

1. **Energy** - Generally speaking, because a lot of the nuances of an in-person gathering is lost over video, to make up for that most people will need to be more animated than what might feel natural in order to communicate leadership during the service.
2. **Clarity** - Instructions will probably need to be more clear because some things won't be communicated well over video and it will take some time for everyone to get used to speaking over zoom . Discussions will probably need more structure and direction if you want to have a lively discussion (i.e. clearly designating who should speak).

Updated March 19, 2020 11:29PM (PST)

Zoom Breakout Rooms

This allows **you (the HOST/Admin only)** to split your **Zoom** mtg into small discussion groups

More Info: <https://support.zoom.us/hc/en-us/articles/206476093-Getting-Started-with-Breakout-Rooms>

How to Make Breakout Rooms

1. Enable Breakout Rooms in <https://zoom.us/profile/setting>

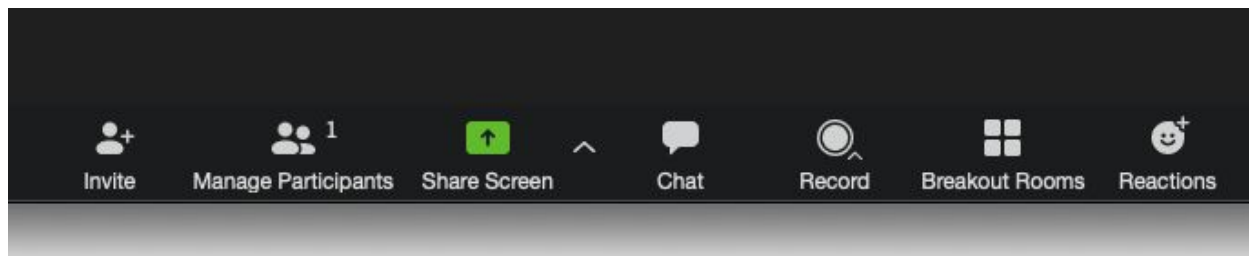
In Meeting (Advanced)

Breakout room

Allow host to split meeting participants into separate, smaller rooms



1. You should now see a “Breakout Rooms” button on your toolbar



Additional Notes:

1. Host can:
 - Jump in to rooms
 - Reassign someone to another room
 - Close ALL Rooms with a button (which gives them 60 seconds to finish & automatic jump back in all together)

Extra Zoom Features

Playing Videos through Zoom

Normally videos played through screen-sharing software look terrible. If you are going to watch something very long, it's usually better to upload it to youtube as unlisted and send the participants the link in chat. However when you do share, there is a checkbox "Optimize for full-screen video clip" (at the bottom after clicking share) that makes the quality passable in many cases.

Sharing Computer Sound only

This is good for sharing just background music during a low-key time. Click "Share", then "Advanced" > "Computer Sound Only"

Polls (paid version only)

Zoom has the ability to poll participants with multiple-choice questions and then show them the answers. Could be used in fun ways. Like breakout rooms, this needs to be enabled under "Settings" on the zoom.us website.