Tips for staying safe on a Zoom call

If you are using Zoom to make calls, do use the following advice to keep yourself and your attendees safer.

Setting up the meeting
- Ensure you generate an auto ID – don't use your default session ID based on your username
- Include a password

Advanced section
- Enable a waiting room
- Mute participants on entry

On call functions

Don't 'ADMIT ALL' when attendees join, message people you don't recognise (message through chat - waiting room)

Become familiar with Zoom security settings tab in the call -

- Untick 'allow others to share screens' (you can always switch back on if needed)
- Lock meeting once everyone is in the session
- Use a virtual background to hide your background

Other options
- Disable participant chat
- Disable renaming of participants

Want to know when someone joins or leaves the session? Click participants > click on … on bottom right hand corner > Tick 'play enter/exit chime'

If you are suspicious of an attendee

Remove someone from meeting - click on the three dots by their name and remove. Once removed they cannot re-enter the call

If all else fails - know how to end meeting for all - click end meeting and click on end meeting for all.

Other thoughts

Do not publish screenshots of your meetings, they
- might reveal meeting ids/passwords
- violate the privacy of the participants
Do not host public meetings using your personal (private) meeting room