



Zoom – Maximize the Platform Minimize Security Risks

Today's Agenda

- Introduction
- Updates
- Rejoin
- Breakouts
- Q&A

Problems that have already arisen

- Zoombombing – uninvited attendee joins to disrupt meeting and:
 - Hate speech
 - Pornography
- Takeovers
 - Someone taking control of the meeting.
 - Allowing control of computer.
 - Software downloaded to computer for later use by intruder.
- Computers have been taken over and compromised.
 - Cell Phones
 - MacBook (this issue has been reported fixed by Zoom)
- Not having enough encryption.

Basic Features – securely setting up a meeting

- Downloading – the app or program
 - Which device are you using?
 - It is all about security.
 - Latest device
 - Are you current?
- Setting up a meeting
 - Schedule a meeting
 - Schedule a PMI Meeting
 - Setting a Meeting Template

Basic Features – securely setting up a meeting



- Restrict screen sharing: [Zoom settings](#) on the web and click **In Meeting (Basic)**, you'll see a **Screen sharing** option to stop anyone except you from sharing the desktops or apps on their computer.
 - You can still grant screen sharing privileges to specific users in a meeting later, if you need to.
- The same option is available after you've launched a meeting on Windows or macOS.
 - Click the small arrow next to **Share Screen**, then **Advanced Sharing Options**, and you can ensure that only you can bring up videos, images, or anything else from your computer or phone.



PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Attend Live Training

Video Tutorials

Knowledge Base



Change

Mike Gray

Edit

Personal Meeting ID

× Use this ID for instant meetings

Edit

Personal Link


Not set yet.

Customize

Sign-In Email

mgray@govtraining.com

Edit

Linked accounts: 

User Type

Licensed ⓘ

Capacity

Meeting 300 ⓘ

Language

English

Edit

Date and Time

Time Zone

(GMT-7:00) Pacific Time (US and Canada)

Edit



Important Notice: To preserve internet bandwidth and ensure that we are making the best use of global networks, you may experience intermittent availability of HD video during Zoom Meetings with 3 or more participants hosted on your desktop or mobile device. Standard video capabilities will remain in place. If you are joining using a Zoom Room or Conference Room Connector, HD video will remain enabled.

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ADMIN

- > User Management
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- Knowledge Base

Meeting

Recording

Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

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.



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.



In-meeting Security Options

- **Security Toolbar Icon for Hosts** (update from Zoom on 04.09.2020)
The meeting host will now have a [Security option](#) in their meeting controls, which exposes (shows) all of Zoom's existing in-meeting security controls in one place. This includes locking the meeting, enabling Waiting Room, and more. Users can also now enable Waiting Room in a meeting, even if the feature was not turned on before the start of the meeting. For more information, please visit this recently published

https://support.zoom.us/hc/en-us/articles/360041848151?flash_digest=68add99547ac802ff28e042681e4150f2633b8d3

Key Takeaways

- Make your meetings private – do not share the invite or link and remind your attendees to not share the invite or link.
- Enable/Make a waiting room before the meeting starts so attendees can automatically wait there.
- Send out your meeting notification shortly before the meeting starts to minimize sharing outside of the target attendees.
- Consider allowing only web meeting (no call-in). This will allow you to identify who is in the meeting.
 - If this is not possible, have the caller identify themselves and you change their number to their name on your screen.

Key Takeaways

- Lock the meeting after it starts to keep others from entering.
 - Might not be an option but will allow you to limit interference.
- Don't record the meeting if you would not normally record if the meeting is in person.
 - Assign someone to take notes to recap the meeting and make those notes available.
 - If you must record – record to your local computer.
- Zoom recommends *not* to record to their cloud server as they cannot guarantee security.
- To absolutely lock down a meeting, make sure participants need a password to access it.

Key Takeaways

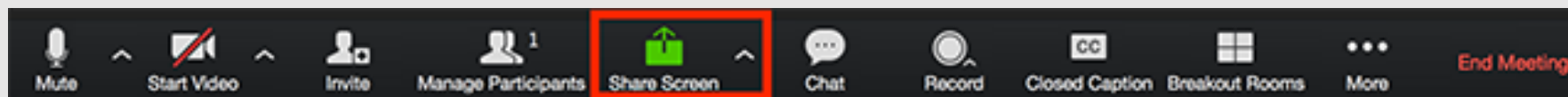
- **Expel a Participant:** In the participants' menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick a participant out of the meeting. They can't get back in if you then click Lock Meeting.
- **Attendee On-Hold:** If you need a private moment, you can put attendees on-hold. The attendee's video and audio connections will be disabled momentarily. Click on the attendee's video thumbnail and select Start Attendee On-Hold to activate this feature.

Dual Monitors with Slide Show and Presenter's Views

Follow these steps if you are using dual monitors and want to present your PowerPoint file in one monitor while viewing the presenter's notes in another monitor.

1. Open the PowerPoint file you want to present.
2. Start or join a Zoom meeting.
3. Click **Share** in the meeting controls.
4. Select your primary monitor then click **Share**. If you are not sure which monitor is your primary, select the one that PowerPoint opens in.
5. While sharing your screen, switch PowerPoint to slide show mode by clicking the **Slide Show** tab > **From Beginning** or **From Current Slide**.

If you correctly shared your primary monitor, participants will see the PowerPoint in slides how view. The green border indicates the monitor you are currently sharing.



Additional Resources on Zoom

Zoom Training Resources

ATTEND

[Live Daily Demos](#) →

[Upcoming Webinars](#) →

WATCH

[Zoom Video Tutorials](#) →

[On-Demand Zoom Training Sessions](#) →

READ

[Best Ways to Get Zooming Today](#) →

<https://zoom.us/docs/en-us/covid19.html>

The attendee controls appear at the bottom of your screen if you're not currently screen sharing.



Attendees have access to these features:

Mute / Unmute: Mute and unmute your microphone.

Audio Controls (click the ^ arrow next to **Mute / Unmute**): Allows you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full [audio settings](#).

Tip: Use the following [keyboard shortcuts](#) to mute or unmute yourself. You can also use [push to talk](#) if you want to unmute yourself by holding the spacebar.

- Windows: **Alt + A**
- Mac: **Shift + Command + A**

Start Video / Stop Video: Turns your camera on or off.

Video Controls (click the ^ arrow next to **Start Video / Stop Video**): Change cameras if you have multiple cameras, select a [virtual background](#) (if enabled), or access your full [video settings](#).

Participants: See who's currently in the meeting and [invite others](#). You can also access to these options:

- **Rename:** Hover over your name and click **Rename** to change your screen name displayed to other participants.
- [Non-verbal feedback](#) icons (if enabled by the host): Places an icon beside your name to quickly notify the host.

<https://support.zoom.us/hc/en-us/articles/200941109>

Resources to help you and your teams safely and successfully transition to a remote work environment using Zoom:

READ

Blog: [How to Work from Home and Meet Like a Pro](#)

Blog: [Best Practices for Creating Culture, Community for Remote Workers](#)

Blog: [5 Tips for Managing Remote Teams](#)

[How to Hide Your Messy Room for a Zoom Video Conference](#)

[5 Tips for Working From Home for the First Time in 2020](#)

[How to Set Up a Temporary Work From Home Office Successfully](#)

STAY SECURE

Privacy and Security Resources

Resources by CrowdStrike: [Cybersecurity in the time of COVID-19](#)

Blog: [How to Keep Uninvited Guests Out of Your Zoom Event](#)

Blog: [Best Practices for Protecting Your Zoom Meetings](#)

Blog: [Secure Your Zoom Meetings with Waiting Rooms](#)

WATCH

[Tips for How to Use Zoom Like a Pro](#)



<https://support.zoom.us/hc/en-us/articles/200941109>

From WIRED Magazine...

Try an Alternative

If you're not happy with Zoom, then you've got plenty of other options to turn to. For example, [Google Duo](#): it recently updated the maximum video chat group size from 8 to 12, it's available on mobile devices and the web, and video and audio calls are end-to-end encrypted (not even Google can peek at the data).

For those of you with colleagues, family, and friends who are all on Apple devices, [FaceTime](#) is an option. Group video chats of up to 32 people are supported, end-to-end encryption is turned on by default, and the apps are simple to use across iOS, iPadOS, and macOS. The downside is, of course, that no one on Windows or Android can join in.

[Webex](#) from Cisco is another group video calling tool that supports end-to-end encryption: It's a little business-focused, but you do get support for video calls of up to 100 people, and a lot of the same features that Zoom brings to the table. The free tier is quite generous at the moment, though we'll have to wait and see if it remains so after the current global pandemic has passed.

Like Webex, [GoToMeeting](#) has been in the virtual meeting business a long time, and includes end-to-end encryption as standard. Unlike Webex, there are no free plans, so you or your company will have to pay \$12 a month and up for video calls with up to 150 different people. There's also a 14-day free trial.

If you can live without full end-to-end encryption—so you're essentially putting your trust in the software developer not to gather any more data than it needs to—then programs such as [Skype](#) (up to 50 people on a video call), [Slack](#) (up to 15 people on a video call with a paid plan), and [Facebook Messenger](#) (up to 50 people on a video call) are all options as well.



Questions?



```
[+] OS Check: linux
[+] TOR Proxy: Responding
```

Found 3 valid meetings. (Success Rate: 9%)

Found 4 valid meetings. (Success Rate: 11%)

Found 5 valid meetings. (Success Rate: 13%)