Zoom -- Managing Users, Privacy, and Security Measures

Managing Users and Kicking Out Troublesome Participants

The following webpage explains how to manage participants, including removing participants.

- https://support.zoom.us/hc/en-us/articles/11500579423-Managing-participants-in-a-meeting
- Ask you students to help identify troublemakers as well.

HIGHLY Recommended: Set Only authenticated users can join meetings AND only Drexel users

*EVERYONE* should ensure that "Drexel Zoom" is the "Default", so that only Drexel users are allowed in.

This is a highly recommended step, unless you have a meeting with non-Drexel participants.

Doing this guarantees that anyone who enters your meeting has to login through Drexel Connect.

Here's how:

1. Login to https://drexel.zoom.us.
2. Click "Settings".
3. Click "Only authenticated users can join meetings" (scroll down to see).
4. Click switch to go right.
5. If "Drexel Zoom" is not the "Default" option,
   a. click "Edit" next to "Drexel Zoom;"
   b. check "Set as default authentication option;"
   c. and click "Save."

After doing the above, here is how to do enable/disable again for all future Zoom meetings, all scheduled Zoom meetings, and for your Personal Meeting ID Zoom room.

- Make this the default for all future meetings
  - Login to https://drexel.zoom.us. Click "Settings" > "Only authenticated users can join meetings" (scroll down to see) > click switch to go right.
- Enable for a scheduled meeting
  - Login to https://drexel.zoom.us. Click "Meetings" > check "Only authenticated users can join meetings" (scroll down to "Meeting Options").
- Enable for your Personal Meeting ID
  - Login to https://drexel.zoom.us. Click "Sign In Standard" > "Meetings" > "Personal Meeting Room" > check "Only authenticated users can join meetings" (scroll down to "Meeting Options").

Be sure to visit Zoom -- Managing Users, Privacy, and Security Measures for even more helpful ideas and solutions to help make Zoom more private and secure and easier to manage for you.

And be sure to direct your students to the following webpage, to avoid login and redirect issues and often make it easier and faster for students to join Zoom meetings.

- Zoom -- Login Issues or Redirecting to zoom.us from drexel.zoom.us

Lock the Zoom Meeting after 5-10 Minutes

This is another highly recommended step, especially for classes.

Helpful Video

- https://youtu.be/sOehb1M5XS8

To do this, when you are Host in a Zoom Meeting:

- Click "Manage Participants" > "More" > "Lock Meeting".
- OR SEE NEXT SECTION FOR EASIER WAY TO LOCK ROOMS.

Zoom Security Icon in Meeting -- Update Zoom App to See It

If you update the Zoom App, you will now see a Security icon, that will let you "Lock Meeting" and "Enable Waiting Room" or control if students/participants can Share Screen, Chat, & Rename Themselves.
To update the Zoom application:

- Find the Zoom application in your Applications folder in Finder or Spotlight Search on your Mac (or the Start menu or Windows menu on a Windows 10 computer).
- On Windows, click your initials or picture in the upper right, and then "Check for Updates."
- On Mac, click "zoom.us," and click "Check for Updates."

**Other Good Steps You Can Take to Be More Secure**

There are several easy steps you can take, all optional, to increase privacy and security.

Enabling these features with a class or a large meeting will make it more difficult for students to enter.

- Assign Passwords in addition to requiring authentication
- Turn off Join Before Host
- Turn on Enable Waiting Room -- You will have to let all the students in at the start of a class, but great for office hours.
- Leave off Automatically Record to the Cloud.
- Restrict screen sharing to host.

These settings can be enabled or disabled here.

- Make this the default for all future meetings
  - Login to https://drexel.zoom.us, click "Sign In Standard" > "Settings."
- Enable for a scheduled meeting
  - Login to https://drexel.zoom.us, click "Sign In Standard" > "Meetings."
- Enable for your Personal Meeting ID
  - Login to https://drexel.zoom.us, click "Sign In Standard" > "Meetings."

**MORE HELP?**

Click link above to collapse this area.

NEED MORE HELP? Contact ihelp@drexel.edu or the CCI Commons HelpDesk at 215-895-2480.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.
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- Other Good Steps You Can Take to Be More Secure
- MORE HELP?
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