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/115005759423-Managing-participants-in-a-meeting](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting)
- Ask your students to help identify troublemakers as well.

**RECOMMENDED -- Only Drexel-authenticated users can join meetings**

Except for meetings open to the public, *EVERYONE* should do this to ensure everyone in your meeting first logged in by Drexel Connect. So only Drexel people are attending.

1. Login to [https://drexel.zoom.us](https://drexel.zoom.us).
2. Click "Settings"
3. Click to turn on/right the "Only authenticated users can join meetings" option.
   a. If "Drexel Zoom" is not the "Default" option, click "Edit" next to "Drexel Zoom," check "Set as default authentication option," make sure "drexel.zoom.us,rexel.edu" (no quotes) are entered, and click "Save." You honestly might not even be able to edit this.
4. Also, click to turn on "Only authenticated users can join meetings from Web client" option.

To 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](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](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](https://drexel.zoom.us). Click "Sign In Standard" > "Meetings" > "Personal Meeting Room" > check "Only authenticated users can join meetings" (scroll down to "Meeting Options").

ALSO, direct Drexel students/staff/faculty to link below for redirect issues and to make it easier/faster for them to join Zoom meetings.

- [Zoom -- Login or Registration or Redirect Issues](https://drexel.zoom.us)

Visit [Zoom -- Managing Users, Privacy, and Security Measures](https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting) (if you are not already here) for more helpful Zoom privacy & security tips.

**Lock the Zoom Meeting after 5-10 Minutes**

This is another highly recommended step, especially for classes.

Helpful Video

- [https://youtu.be/sOehb1M5X58](https://youtu.be/sOehb1M5X58)

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.

![Security Icon](image)

Update the Zoom Application

- Mac: Enter your Applications folder in Finder or Spotlight Search.
  - Click "zoom.us" menu in upper left.
  - Click "Check for Updates."
- Windows: Open the Start menu or Windows menu in lower left.
  - Click your initials or picture in upper right of Zoom.
  - Click "Check for Updates."
- Additional instructions and help:

Think for 2 Seconds Before You Click That Zoom Link

- Never click Zoom or other links if the email address or message, or links look at all strange.
- All Drexel Zoom links should start with [https://drexel.zoom.us](https://drexel.zoom.us)
  - Not [https://zoom1.us](https://zoom1.us) or [https://dr3xel.zoom.us](https://dr3xel.zoom.us), etc.

OPTIONAL -- Not Embedding Password in Zoom Meeting Links
Having a password helps, especially if you are allowing anyone outside Drexel in a meeting. Disabling the password embed option won’t do much, as you have to send out the password with the meeting link anyway. You are just forcing someone to type in the password. So you could end up with users having problems doing that.

Still, if you want to do that, here’s how.

To shut this off:

1. Go to https://drexel.zoom.us.
2. Click “Sign In Standard” > login > “Settings.”
3. Scroll down to and switch off “Embed password in invite link for one-click join.”

### Allowing or Restricting Geographic Regions in Zoom

Login to Zoom at https://drexel.zoom.us. Click “Settings” > “Security.” There’s an option to “Approve or block entry to users from specific regions/countries.” Probably overkill now with meeting registration, waiting rooms, passwords, and/or optionally allowing authenticated users only, but if you have to have a more public event where you have to go a little more lax on the security because the event is more open to the public, turn this setting on and you can choose which countries or regions you want to allow. VPN’s and proxy servers may defeat this, but if you are only targeting an event to someone in the US, or you just have a few students in a few countries, it might be some extra peace of mind. You will want to change the setting back afterwards, as it affects all of your Zoom meetings.

### 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 if you cannot require Drexel authentication. 2 separate things.
- Do not embed passwords in Zoom meeting links.
- Turn on Enable Waiting Room -- You will have to allow attendees in as they arrive. Great for office hours.
- Turn off Join Before Host (if you are not using Waiting Room).
- 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?
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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