Keeping Zoom class meetings secure

As some of you may have heard, some publicly available Zoom meetings have been disrupted by outside participants who may be sharing inappropriate or irrelevant content via their webcam or screensharing. There are some simple tips you can follow to keep your own Zoom class meetings secure:

- Make sure you only post Zoom links/invitations within Canvas since students must log into Canvas through the university. If the link is posted privately within Canvas (vs. on a publicly-accessible website), this will minimize the chance of uninvited visitors. Alternately, you can share the Zoom invite & link with students via WSU email, which will also keep it shielded from outsiders.

- Make sure you set netiquette guidelines for your class and remind students of WSU's Acceptable Use of Information Technology Resources policy, too.

- Once you (as the host) begin a meeting, immediately share your screen even if it is just a simple PowerPoint slide welcoming students to the session.

- Make sure you know how to manage participants in your Zoom meeting – as the host, you can mute, turn off video, or remove any participant who is being disruptive.

- Consider setting the chat privileges to allow users to only chat publicly or to only chat with the host (thus disallowing private chats between participants that may be inappropriate).

- If you have over 20-25 participants, consider assigning a co-host (either a colleague or a trusted student). They will then have the same ability to manage participants.

- You can require a password for entry to a Zoom meeting; again, only post the password in Canvas or send to students via WSU email.

- An additional step you can take if you are concerned about public access to your Zoom room is to enable the waiting room, which means you will have to approve entry to your meeting for each participant. You will need to enable this when you set up the meeting itself.

- If your school or college has purchased an upgraded license (i.e., pro, business, or enterprise), you have additional controls available to you. Please see the Zoom help guides for more information.

- We strongly encourage anyone using Zoom or any other virtual conferencing tool to practice with your colleagues before going live with students!