

Security in Zoom Meetings

Zoombombing is a word used to describe when an uninvited guest in a Zoom meeting, such as a class, disrupts the meeting by sharing offensive material. There have been some incidences of Zoombombing at UT. In response, the University has adjusted the Zoom settings for all UT accounts to improve security. Some settings are locked; others can be changed by the host of the meetings if desired.

Look below for details. Future communication will include solutions for private meetings for office hours and advising appointments.

Some default settings affect who can enter Zoom meetings:

- By default, only people using authenticated UT Zoom Pro accounts will be admitted to UT Zoom meetings. Non-UT Zoom users will no longer get into a waiting room.
- Many students mistakenly think that any Zoom account made using their UT email is a UT Zoom Pro account. This is not true! Instructors should direct their students to claim their licensed UT Zoom Pro account. Here are instructions for students:
<https://wikis.utexas.edu/display/MSBTech/Student+Online+Instruction+Wiki>
- If a student is entering a UT meeting from a licensed UT account, they will get into the meeting directly--usually.

(Suggestion: Check the waiting room before starting class to admit a few students who might be in the waiting room.)

How to host Zoom meetings with attendees from outside UT:

There are many reasons that UT Zoom meetings may need to include people using non-UT accounts. For example, courses may have guest instructors, units may be conducting interviews for employment or discussions with prospective graduate students, researchers may need to communicate with external collaborators. It is possible to adjust the default Zoom settings to make these meetings possible. Alternatively, in a pinch, external participants can call into the meeting to be admitted to the waiting room.

- Adjust the settings of your meetings:
 - Go to settings:
 - As you are scheduling a meeting using the downloaded Zoom application, you can adjust the settings (see additional steps below).
 - You can adjust the settings of existing meetings made outside of Canvas by clicking on the three dots icon next to a specific meeting in the downloaded Zoom application and going to "Edit."

- You can adjust the settings of any meeting scheduled from your account from the Zoom web browser by clicking on the meeting title and then “Edit this Meeting.” <https://utexas.zoom.us/meeting>
 - There is now a drop down menu in the Zoom scheduler within Canvas that will allow you to adjust the appropriate setting.
- Find “Only authenticated users can join.” (see images on next page)
- Use the drop down to change it from “UT Austin” to “Sign in to Zoom”
- Click SAVE
- IMPORTANT: Every participant (UT or otherwise) will have to be logged into their Zoom account. For non-UT folks, this means they will need to create a personal Zoom account if they don’t already have one. Folks using a licensed account from outside UT may also not get into waiting rooms.
- You will need to notify all non-UT attendees about creating or using their own Zoom account.
- Repeat for each meeting as necessary.

Appearance of Adjusted Meeting Options in Desktop Zoom Client:

Video

Host On Off Participants On Off

Audio

Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar

iCal Google Calendar Outlook Other Calendars

Advanced Options ^

Enable Waiting Room

Enable join before host

Mute participants on entry

Only authenticated users can join

Sign in to Zoom (Guest) ▾

Automatically record meeting

Alternative Hosts:

Example:john@company.com;peter@school.edu

Appearance of Adjusted Meeting Options in Web Browser:

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Sign in to Zoom

Appearance of Adjusted Meeting Options from Canvas:

Options

Require meeting password

Enable join before host

Mute participants upon entry

Enable waiting room

Only authenticated users can join

Sign in to Zoom (Guest)

Record the meeting automatically

Other default settings that increase security (and can be adjusted):

To get to your Zoom account settings referenced below go here:

<https://utexas.zoom.us/profile/setting>

- **Screen sharing for non-hosts:** If on, this allows someone other than you (the host), or your co-hosts, to share their screen. By default screen sharing for non-hosts is turned off. Users can adjust this setting in “share screen” within a meeting and in your Zoom account settings.
- **Join before host:** If on, this allows students or others to enter the meeting before you or your co-hosts are present. By default join before host is turned off. Users can adjust this setting during scheduling.
- **Remote control:** If on, this allows you to let others control the shared content. By default remote control is turned off. Users can adjust this setting in the Zoom account settings.
- **Annotations:** If on, this allows others to mark on shared screen content. By default annotations is turned off. Users can adjust this setting in the Zoom account settings.
- **Private chat:** If on, this allows users to comment to one another and not the whole group in the chat box. By default private chat is turned off. Users can adjust this setting in the Zoom account settings.