ZOOM | **Blog**

MEETING & CHAT

Top Ways Zoom Hosts & Admins Can Ensure a Secure Meeting Experience

Deepthi Jayarajan
December 4, 2019 · 4 min read

Zoom's video-first unified communications platform is extremely feature-rich, so you may not be aware of all the tools available to protect your important meetings. By giving the host and co-host unrivaled control before, during, and even after a Zoom Meeting, Zoom users can enhance the privacy and security of any meeting. Many of these options also can be set and enforced at the account, group, or user level by your Zoom administrator.

Here's how to ensure a secure meeting experience using Zoom:

Before the meeting

Zoom users can take steps before a meeting begins to be sure that they won't accidentally share sensitive information or allow outside parties to access their meetings. Some of the features hosts can enable before a meeting begins include:

Password-Protected Meetings — Passwords can be set for newly scheduled meetings, instant meetings, personal meeting rooms, already scheduled meetings, and for participants joining by phone. This password is automatically generated in the calendar invitation. If your participants join a meeting by clicking a link, no password is required. However, if they manually enter a Meeting ID to join, they will be prompted by default to enter a password. This feature is available on all our Zoom clients and Zoom Rooms.

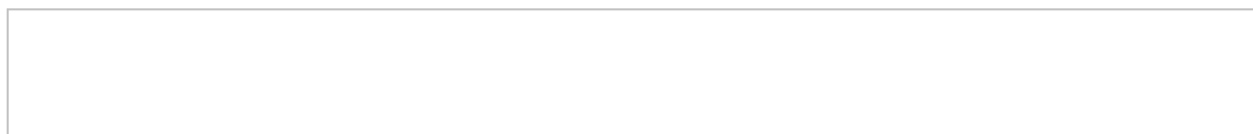| Default Setting	Set at Account Level?	Set at Group Level?	Set at User Level?
Password required	Y	Y	Y

| **Blog**

which provides additional control and security for meetings, especially in personal meeting rooms.

Default Setting	Set at Account Level?	Set at Group Level?	Set at User Level?
Off	Y	Y	Y

Waiting Room — This Zoom platform feature gives the meeting host the freedom to control when a participant joins the meeting, and also allows them to create custom settings that give further control over which participants join the meeting and when. (Check back here for another blog post that dives deeper into the benefits of Zoom Waiting Rooms.)

Only Signed-In Users Can Join + Specified Domains — Zoom admins have the option to restrict meeting participants to users who are signed in to Zoom. Admins can also restrict participation even further, to those who are signed in from a specific set of email address domains. If this option is enabled, only users who are signed in to their Zoom client can join the meeting. Additionally, the Zoom admin can specify whitelisted domains, and only users who are signed in to their Zoom client with the specified domain can join a session.

During the meeting

Zoom's intuitive interface gives hosts and co-hosts complete control of meetings, which not only delivers a more efficient, effective meeting experience but also prevents uninvited users from accessing the session. These in-meeting security controls also ensure that hosts don't accidentally share confidential information or personal information. Features include:

Lock Meeting — This feature allows the host and co-host to prevent anyone else from joining the meeting, even if they have the meeting ID and password. This feature is ideal for meetings where the host wants to prevent interruptions or where sensitive information may be shared.

Ability to Remove Participants — Meeting hosts have the ability to remove participants from meetings, allowing them to remove anyone who does not belong in the meeting.

Identify Guest Participants — Zoom hosts and other users on the account can check the Participants list to see whether anyone outside of your Zoom account has joined the meeting. When the feature is enabled, any guest who is not signed in or signed in from a different email domain from the host will appear in the Participants list with a light orange background behind their names.

Ability to Screen-Share a Single Application — When participants are sharing their screens, they have the ability to share an entire screen or just the application of their choice. This prevents participants from accidentally revealing confidential information during a meeting and ensures they share only what they want to share. Admins can also restrict meeting hosts and participants from sharing their desktops.

After the meeting

Secure Meeting Recordings — With Zoom's meeting recordings feature, you'll have the information from every meeting you record at your fingertips. You can store these recordings in Zoom's secure cloud environment and password-protect them or restrict access by domain. You also can store these locally on your machine, giving you more control over who can
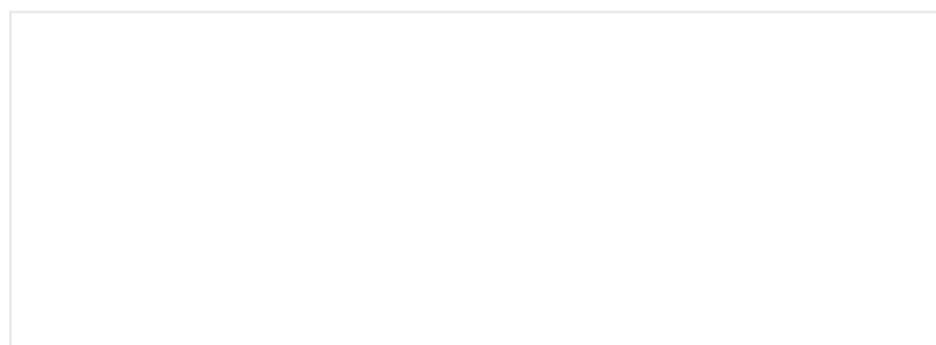
Secure meetings with Zoom

By giving users unrivaled control over their meeting experience, Zoom is able to give hosts and attendees the security they need to communicate confidently and securely over any device. And check back here for another blog on how Zoom's Waiting Room feature provides additional protections for all of your meetings.

Demo request image

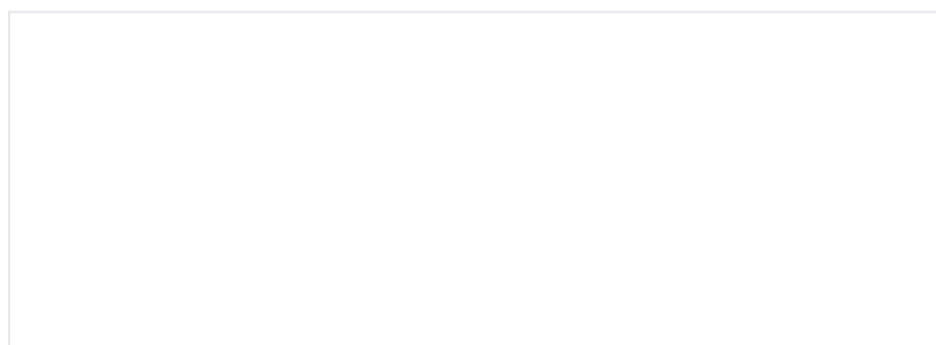## Don't forget to share this post

[f]   [t]   [in]   [✉]

You might also like

CUSTOMER STORIES, MEETING & CHAT, VIDEO WEBINARS

'More Than a Platform': How Juniper Networks Uses Zoom to Enhance Customer Experience and Build a Community

Hannah Brozek
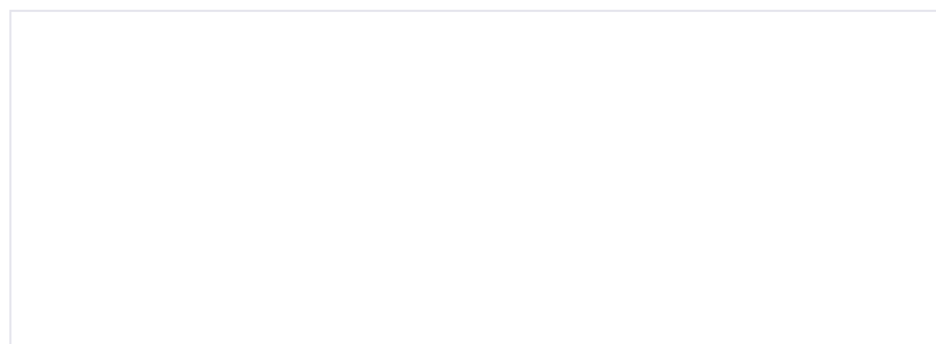June 1, 2021 · 4 min read

MEETING & CHAT, PHONE SYSTEM, ROOMS & WORKSPACES, VIDEO WEBINARS

New! Expanded Developer Support, Cloud Recording Highlights, and Additional Zoom Phone Integrations

Zoom
May 26, 2021 · 3 min read

MEETING & CHAT

New iPad Pro Updates! Stay in Frame as You Zoom, See More People in Gallery View

May 26, 2021 · 3 min read

Simplified video conferencing and messaging across any device

<div style="border:1px solid">Request a demo</div>   Buy now

OUR CUSTOMERS LOVE US

ZOOM IS RANKED #1 IN CUSTOMER REVIEWS

About

Zoom blog
Customers
Our Team
Why Zoom
Features
Careers
Integrations
Partners
Investors
Press
Media Kit
How to Videos

Download

Meetings
Zoom Rooms Client
Zoom Rooms Controller
Browser Extension
Outlook Plug-in
iPhone/iPad App
Android App

Sales

1.888.799.9666
Contact Sales
Plans & Pricing
Request a Demo
Webinars and Events

Support

Test Zoom
Account
Support Center
Live Training
Feedback
Contact Us
Accessibillty
Privacy and Security

Language

English

ZOOM | Blog

ZOOM | Blog