

Harvard Law School Association

Zoom Meeting

Security Best Practices Checklist

Prior to Starting Meeting

In either the Zoom web or desktop application, enter the meeting settings to make sure the following are enabled:

- Turn on waiting room to manually admit participants to the meeting
- Mute participants upon entry

Meeting Started

Click on the Security icon and turn **off** the following “Allow Participants to:” settings:

- Share Screen
- Chat
- Rename Themselves
- Unmute Themselves

Click the Participants icon to bring up the Participants window. At the bottom of the window, click the ellipsis and ensure the following settings (note: some of these settings can also be found in the Security tab):

- Mute Participants Upon Entry – On
- Allow Participants to Unmute Themselves – Off
- Allow Participants to Rename Themselves – Off
- Play sound when someone joins or leaves the meeting – Off
- Enable Waiting Room – On
- Lock Meeting – Off (Only turn on when you do not want any additional participants joining)

Share Screen

The following steps need to be taken by each person who shares their screen:

- Share screen and select the window you would like to share
 - If you have an audio or video component of your presentation, select the boxes to optimize these settings
- Once shared, click “More”
- Turn on “Disable Annotations for Others”
 - This setting is **critical**, otherwise, participants will be able to draw and type on the screen.