How do I make my Zoom meetings more secure?

Zoom provides the ability for each user to customize their meeting and user settings based on their specific needs and contexts, including for a class, a training, or administrative meeting.

Use the Meeting Link in Sakai

**Utilizing Sakai**: If using Zoom within a course site, using the Zoom integration in Sakai requires that participants be enrolled as a member of that site to gain access to the join Meeting link.

For more information, see [How do I schedule a Zoom meeting within Sakai and claim host rights?](#)

**Keep the Meeting Private**: Avoid sharing or posting the meeting URL to any public-facing webpage or listserv. Instead, use the process of joining a meeting through the Sakai course Zoom integration.

Loyola Zoom account settings for security

**Log into the Loyola Zoom subscription.**

Once logged onto Zoom through the Loyola login, go to the left menu of options.

[![Zoom settings menu](image)](image)

Select **Settings**.

Navigate to [luc.zoom.us](http://luc.zoom.us), select **SIGN IN** (either on the right pane or the upper right corner of the page), and log in with your Loyola username and password.
Allow only authenticated users to join your meeting.

1. Within the Meeting tab, select **Schedule Meeting**.
2. Scroll down the list of options to **Only authenticated users can join meeting**.
3. Use the slider to activate the option. Blue indicates that the option is enabled for your meetings.

When the only authenticated users setting is activated, a participant using a Zoom meeting link will be redirected to the Loyola SSO page in their browser. The participant will then have to enter their Loyola username and password before gaining access to the meeting room.

Restrict Screen Sharing.

1. Select **In Meeting (Basic)** from the Meeting menu.
2. Scroll down to the option **Screen sharing**.
3. Select the radio button **Host Only** to restrict other participants from sharing their screen during your meeting.

When the **Host Only** setting is activated, only the meeting host will be able to share their screen during a meeting.
Use the Waiting Room feature.

1. Select **In Meeting (Advanced)** from the Meeting menu.
2. Scroll down to the option **Waiting room**.
3. Select the radio button **All participants**.

> When the **All participants** setting is activated, all participants are placed in a waiting room upon entry into the Zoom meeting. The host has to then admit each user into the room.

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In-Meeting Options for security

**Select Manage Participants.**

From the Zoom menu bar select **Manage Participants** to open the Participants window.
More

Select More at the bottom of the Participants window to display a drop-down menu.

Check "Play Enter/Exit Chime"

This option provides the host with a sound notification whenever a participant enters or leaves the meeting room.
Put Participants in Waiting Room on Entry

When this setting is activated, all participants are placed in a waiting room upon entry. The Host has to then admit each user into the room.
Uncheck "Allow Participants to unmute themselves"

If this setting is unchecked, only the Host is able to unmute participant microphones.
Check "Lock Meeting"

Once activated, the meeting is locked and does not allow for entry of any additional participants.