

OA Zoom® Meeting Security Suggestions*

Have a waiting room for your meeting. (Enable “Waiting Room” under Zoom Security.)

Have a HOST and two or more CO-HOSTS for your meeting.

As Host and CO-HOST, you can help keep the meeting room secure by:

1. Claiming HOST immediately upon entering and not sharing the “key number”.
2. Admitting only those names recognized
3. Asking someone you don’t recognize to identify themselves. (The challenge is that, while the hosts/co-hosts can chat to the waiting room, those in the waiting room have no way to chat back. To determine if a person is an OA member or a Zoom intruder, you may need to also chat a cell number for them to text their response.)
4. Requesting attendees to identify themselves on screen with first name and last initial.
5. Muting everyone. Note: Attendees should unmute only when they are speaking/sharing. Suggest that people raise their hands electronically.
6. Being sure to close the meeting by clicking on “End Meeting for All”.
7. It is suggested that “Host” and “Co-Hosts” might be considered a monthly service position, like the meeting leader. Note: Meeting leaders should NOT be a Host or Co-Host.

To prevent Zoom Intruders from interrupting your meeting:

1. Lock/Close the meeting after five (5) or ten (10) minutes.
2. Change your password and do not publish it. (Note: You must notify SNI and WSO of any change.) Change the meeting listing to say, “Call for password.” Then the meeting contact can chat with the person to see if they are looking for OA or trying to cause trouble.
3. Disable the chat. (Click on “Security” and “uncheck” enable chat.)
4. Disable screen sharing. (Click on “Security” and “uncheck” screen sharing)

To remove someone from the meeting:

1. Go to “participants”.
2. Hover your cursor over their name in participants.
3. Click on ... (more).
4. Go to the bottom of the “more” menu and click on “remove”. (You can also click on “security”, then click on “remove.”)

*These suggestions do not represent OA as a whole. They are merely suggestions that meeting groups might adopt to help with meeting security.