Making Zoom Accessible
4. Safe and Secure Use of Zoom

deafscotland is the user led, membership organisation for the deaf sector in Scotland. For more information, visit the deafscotland website by clicking here.

Here are several steps you can take to help keep calls secure whilst using Zoom.

1. Planning a Meeting

If planning a meeting, email details of the meeting safely and as close to the date as possible. This cuts down the amount of time the meeting information is available online so that strangers and people not invited are not able to get the login details for the meeting.

2. Meeting ID and Passcode

In "Schedule", when setting up Meeting ID select 'Generate Automatically'. This creates a single use Meeting ID for each meeting rather than using your Personal Meeting ID.

For more security always create a Meeting Passcode. Participants will need both the Meeting ID and Passcode to join the meeting.

3. Waiting Room

Zoom's Waiting Room lets the host see who is trying to join the meeting. Participants stay in the waiting room before the host lets them join the meeting. The host can also move participants to the waiting room during the meeting if necessary.

4. Join before Host

In "Schedule", "Join before host" allows participants to join the meeting before the host. By disabling this feature, no participants can join the meeting before the host. This can add to the security of the meeting.

5. Lock Meeting

Once all participants have joined the meeting, the host has the option to 'lock' the meeting which will stop other people joining in.

6. 'Remove' From Meeting and 'Report' Function

While in a meeting, in the "Security section", the host can 'remove' a participant from the meeting, they can only join in again if the host clicks the 'Allow removed participants to re-join' button. "Allow removed participants to re-join" can only be found in "Settings" in your Zoom account.

7. More Options

The following options can also be used, if needed, to increase the security of the meeting.

- 'Share Screen' – Advanced Sharing Options - Who Can Share? - 'Only Host' or 'All Participants' options are given.
  By selecting "Only Host" this means that only the host can share content and have control over what papers/documents/images/photographs/presentations can be shared in the meeting.

- 'Annotate on Shared Content' – When content is shared, this option allows participants to write, use a pointer or highlight on papers shared during the meeting. Under 'More', the host can use "Attendee Annotation" to let or stop other participants being able to draw on, write on or change shared information.

- 'Chat' – Participants can use "Chat" to 'speak' to the host or other participants in the meeting, publicly and privately. "Chat" can be disabled using the host's Zoom account settings to stop participants speaking to each other during the meeting.

- 'Always Display Participant Names on their Videos' - By selecting this option, it will help you keep track of who is in the meeting. This can be found in your Zoom account, "Application Settings – Video – Meetings".

By following these steps, users can help protect themselves and work securely whilst using Zoom.

More information can be found at https://zoom.us/profile/setting

For step-by-step instructions on how to set security options follow the link https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options

We welcome your feedback

The COVID-19 pandemic has resulted in increased remote online working. As technology develops, our Factsheets will be updated to ensure accessible and secure use of Zoom.

To make sure that this factsheet is always up-to-date, we invite you to share your experiences both positive and negative. Please contact us at admin@deafscotland.org with your experiences