



SCoJeC

Jewish Scotland Connected

Zoom training January 2022 – Fiona Frank and Mike Beral

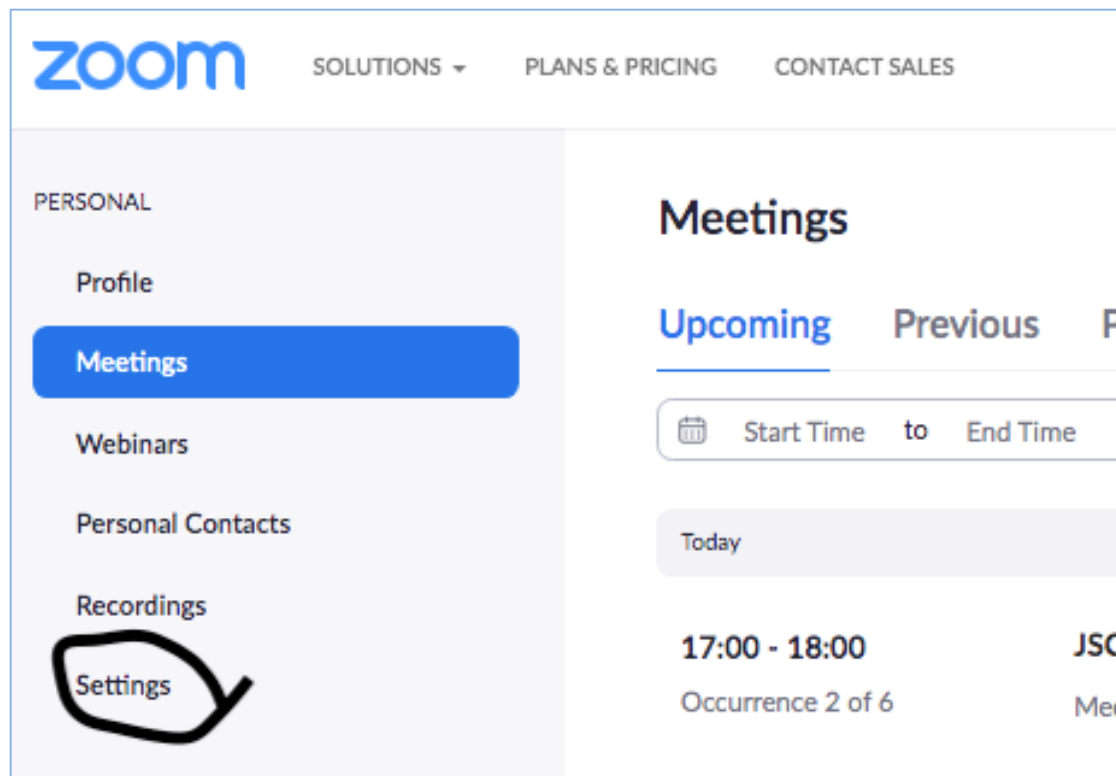
Zoom settings – thinking about security

1. Screen sharing, Chat and Lockdown settings

Some settings have to be applied on the account page by logging in at zoom.us

Others can be set or overridden either when setting up the meeting, or during the meeting.

Find the settings page at zoom.us on the left hand side of the Zoom home page – see screenshot below.

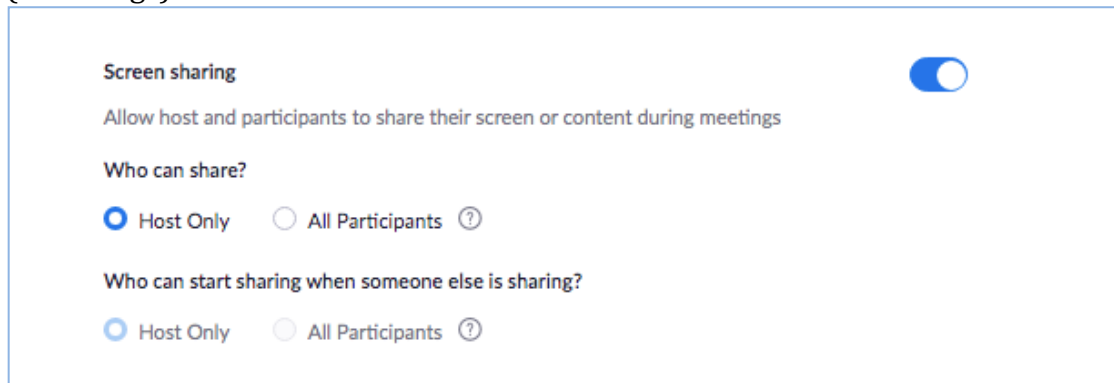


1. SCREEN SHARING

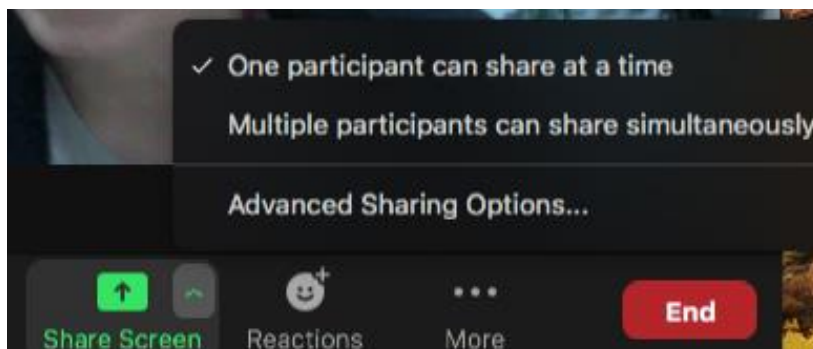
It's important to ensure that only hosts or cohosts can share their screens and can annotate screens.

These are settings found on the zoom.us account page but can also be changed during the meeting – see pix below.

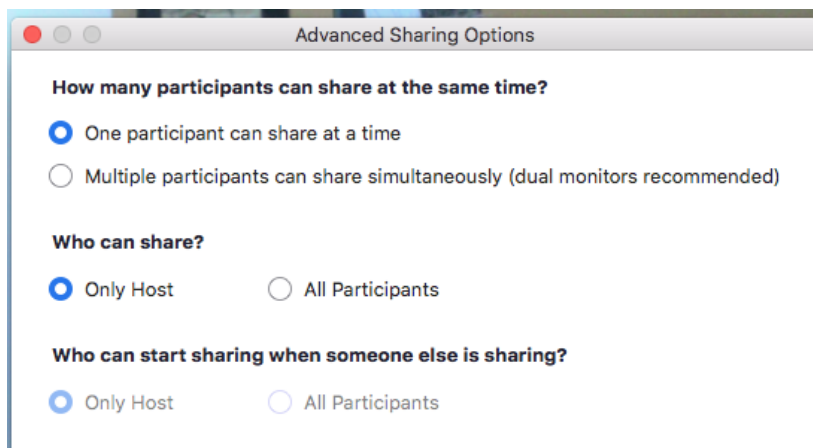
(in settings)



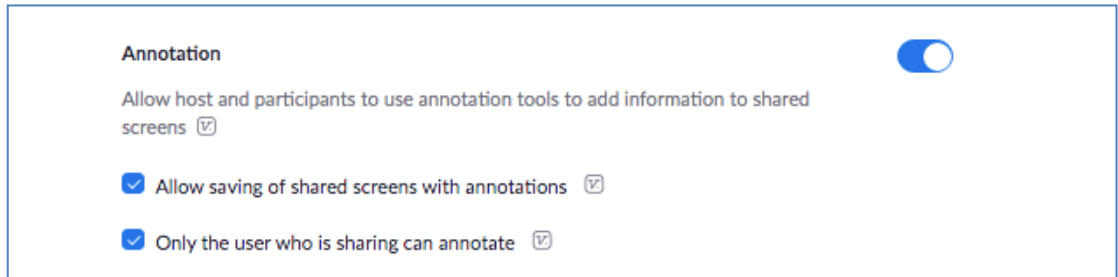
In the meeting – click on the arrow next to 'share screen')



click on 'advanced sharing options' to change who can share their screen.

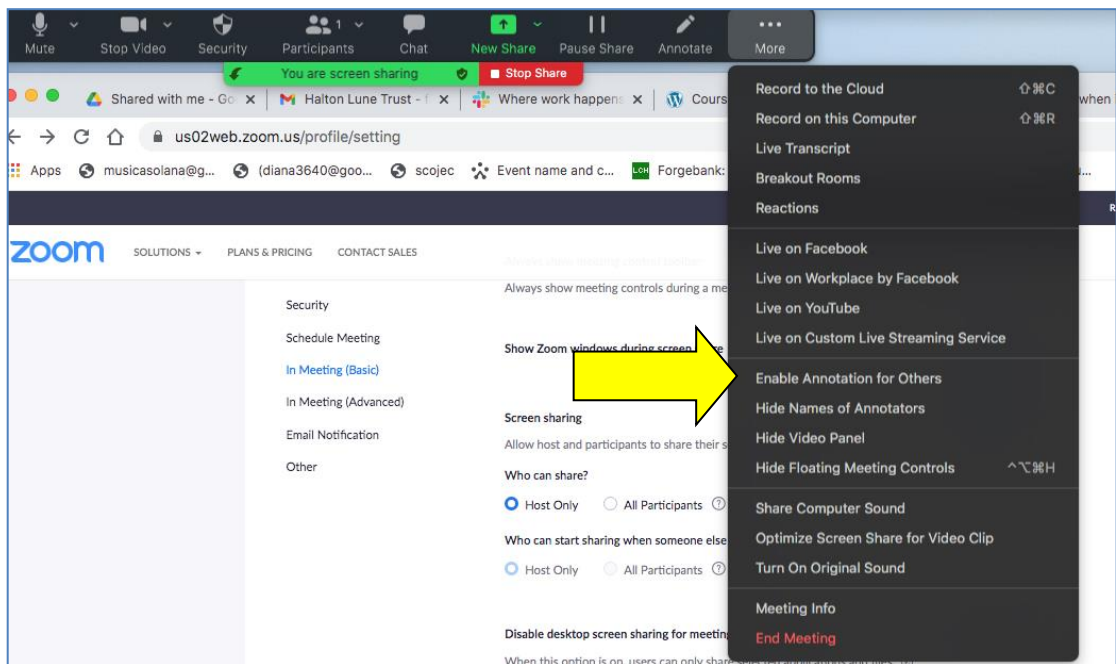


Annotation settings – can be altered in the zoom.us settings page



and also during the meeting itself.

When you're sharing your screen, just above the green 'you are screen sharing' you'll see a set of icons. Under 'more' you'll find that you can enable or disable annotation for others.



2. CHAT SETTINGS

Chat 🔴

Allow meeting and webinar participants to send chat messages

By default, allow participants to chat with Everyone and anyone directly ▾ 🔒

Allow users to save chats from the meeting 🔒

Host and co-hosts 🔒 Everyone

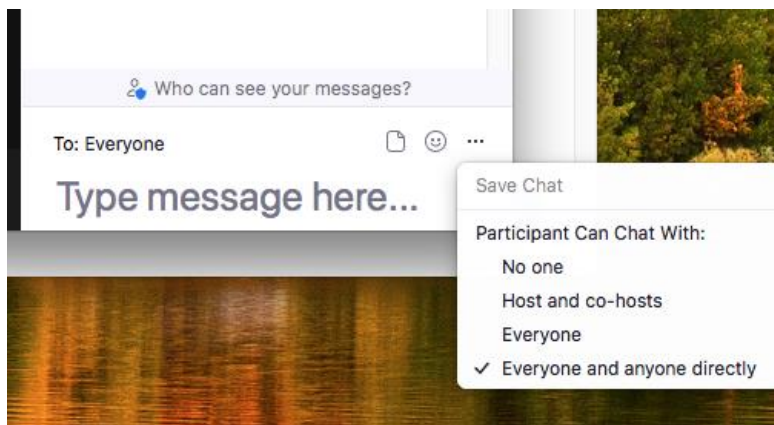
Private chat 🔴

Allow meeting participants to send direct messages to other participants and allow webinar panelists to send direct messages to other panelists.

Auto saving chats 🔴

Automatically save all in-meeting chats so that hosts do not need to manually save the text of the chat after the meeting starts.

(in zoom.us meeting settings)



(in the meeting)

3. LOCKDOWN – in emergency

Cohosts can see a security shield at the bottom of their screen next to the mic and video icons. If you click on the security shield you get a quick way to lock the meeting (so that no-one else can enter), enable the waiting room, hide people's profile pictures (if you've seen disturbing images on profiles); and on this menu you can stop participants from sharing their screens, chatting, renaming themselves, unmuting themselves and starting their own videos. And there's a red section at the bottom – 'suspend participant activities', (the 'lockdown' section) which mutes all participants and turns off all their videos – they can't turn their video and mic back on without the permission of the host or cohost who has to allow each person manually to do so.

