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SAFE Tipsheet
Video Conferencing with Zoom

If you are one of the countless people who suddenly find they are being asked or required to now work from home because of the global health concerns over the coronavirus, you may find one of the challenges you face is staying connected with your team, keeping collaborations going, and conducting your everyday business remotely.

On the one hand, working from home means less stress and time wasted on your usual commute, and you can work while still in your pajamas. But on the other hand, this can bring new challenges if you're not used to working from home. There can be more distractions, less social interaction, and more questions about how you can conduct your business meetings and collaborations securely while working remotely.

With Zoom video conferencing you can stay connected with colleagues and customers. You can join anywhere you are for video, voice, content sharing, and chat that can be used on any of your devices from mobile, desktops, telephones, and room systems. Zoom provides functions for meeting setup, user management, conference recordings, chat transcripts, and voicemail recordings.

Zoom offers security features to protect your meetings and documents you may be sharing:

- Secure a meeting with end-to-end encryption
- Waiting Room, admits users only when you're ready
- Enable "wait for host to join"
- Expel a participant, or all participants
- End a meeting
- Lock a meeting
- Chat with a participant or all participants
- Mute/unmute a participant or all participants
- Screen share
- Enable/disable a participant or all participants to record
- Temporary pause screen-sharing when a new window is opened
- All participants can mute/unmute and turn on/off video as needed during the meeting

SAFE: Security Awareness For Everyone

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Keep your meetings secure:

Your office setup is probably already using your security preferences, and your remote working setup should provide the same security and privacy. Zoom has many features to provide privacy.

First, you should:

- *Lock your meetings* and require a password to join.

- *Do not reuse meeting IDs or passwords.* If you do, anyone who has them can join any of your meetings.

- Enable the *Waiting Room* feature. Do not allow participants to join before the host.

- If possible, restrict meeting participants to only *authenticated users.*

- Generate and require passwords for participants joining by phone.

- *Limit screen sharing* to content from a specific application rather than your entire desktop, so participants can't accidentally get eyes on something they shouldn't.

- When using Chat features be sure to turn on the *Auto Saving Chats* feature.

Links to tips, tricks, tutorials, and video clips to help get you started:

- Your account:
  https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-PC-and-Mac

- Schedule:
  https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings-

- Invite:
  https://support.zoom.us/hc/en-us/articles/201362183-How-Do-I-Invite-Others-To-Join-

- Join:
  https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting

- Protect Your Meeting: protect your meetings