ZOOM SECURITY MUST-KNOWS

ENSURE PRUDENT HOUSEKEEPING

- Keep the Zoom meeting invitations, containing Meeting ID and password, secure

SECURE MEETINGS WITH SENSITIVE & CONFIDENTIAL CONTENT

- Ensure the meeting has a password (this is now enabled by default)
- You should use the Waiting Room to confirm participants who are joining
- Lock the meeting once it is underway

ENABLE SCREEN SHARING MANUALLY

- Enable screen sharing manually when allowing participants to share their screens

SEEK THE CONSENT OF PARTICIPANTS BEFORE USING THE RECORDING FUNCTION

- Once recording has been enabled, confirm this verbally with the participants
- Adhere to your country-specific personal data protection policy when considering recording a meeting

CLICK HERE to watch the video tutorial on the must-knows