ZOOM VIDEO CONFERENCING SECURITY

Always use random meeting rooms (default option).
When generating new meetings never use 'Personal Meeting ID'. This will automatically generate a password that guests will need to enter the meeting.

Always use passwords.
When generating new meetings never turn off the 'Require Meeting Password'. Otherwise anyone will be able to enter the meeting without needing to know the password.

Always use a waiting room (default option).
When generating new meetings always 'Enable Meeting Room'. That way the host must admit all people joining the meeting one by one and has full control over attendees.

Never use the "admit all" button when allowing people to join the meeting.

Lock the meeting.
Once all the participants have joined the meeting lock the meeting from the 'meeting settings drop down screen' under "more". This will prevent anyone else from joining the meeting.

Check which participants are in the meeting at any time from the 'participants drop down screen'.

Be careful about sharing documents.
While in a meeting avoid sharing documents where possible and when needed try to keep it under host control. In the 'meeting settings drop down screen' under "more" turn off the share screen option for participants.

Ensure that any documents that are shared do not contain any personal information without that person's express permission.

Avoid using 'chat' when in a meeting.
Using the chat room while in a meeting can provide uninvited persons in to the meeting by the back door.

ZOOM CONFERENCING WITH AUDIO LINK

If you are unable to join a meeting on line due to internet access etc., it is possible to dial in to the meeting via your house or mobile phone.

When the host schedules a meeting they need to select 'United Kingdom' under "audio option". So that when the email invitation goes out it provides a list of UK numbers that the participant can use to join the meeting.

The host can amend their Zoom profile in 'Settings' to make the default call-in country the UK to automatically have the numbers displayed each time.

Once the participant dials the number they will be prompted to enter the meeting ID followed by the # key and then the password also followed by the # key. This will take the participant into the meeting.

ADDITIONAL Z00M TUITION

At the moment the National U3A office are providing Zoom tutorial and discussions twice a week which are suitable for complete beginners through to group convenors.

To book; email NOVolunteer@u3a.org.uk or call 020 8466 6139 and let them know:
1. The day you would like to join (either Tuesday or Thursday).
2. Full name.
3. That you are a member of Sudbury U3A.
4. Your role in the U3A (if applicable).
5. A brief summary of questions you may have (optional).