How to Schedule a Secure Zoom Meeting
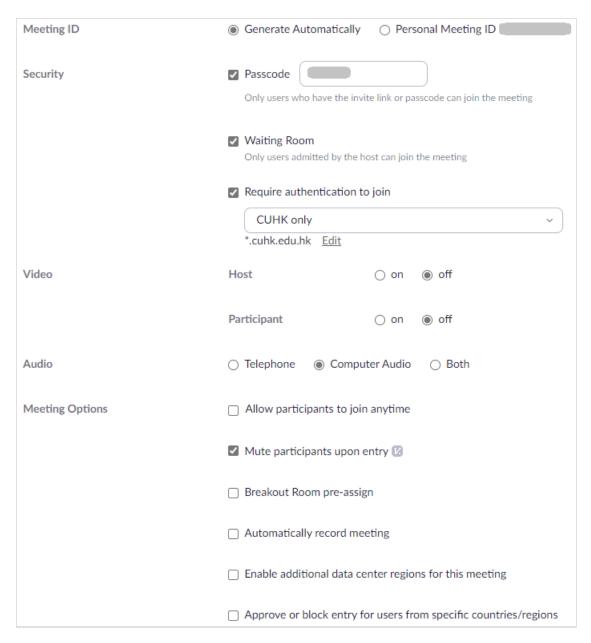
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Overview

To prevent meeting hijacking, please follow the recommendation below when you schedule meetings. You can also edit the options of existing meetings on https://cuhk.zoom.us > "Meetings".

To learn how to schedule a meeting, you could refer to Zoom Help Center: Scheduling meetings (https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings)

Recommendation

Meeting ID	⦿ Generate Automatically ○ Personal Meeting ID ▭
Security	☑ Passcode ▭ Only users who have the invite link or passcode can join the meeting ☑ Waiting Room Only users admitted by the host can join the meeting ☑ Require authentication to join [CUHK only ⌄] *.cuhk.edu.hk Edit
Video	Host ○ on ⦿ off Participant ○ on ⦿ off
Audio	○ Telephone ⦿ Computer Audio ○ Both
Meeting Options	☐ Allow participants to join anytime ☑ Mute participants upon entry ⓥ ☐ Breakout Room pre-assign ☐ Automatically record meeting ☐ Enable additional data center regions for this meeting ☐ Approve or block entry for users from specific countries/regions

- **Meeting ID:** Use a random Meeting ID, instead of Personal Meeting ID.
- **Passcode:** use passcode.
- **Waiting Room:** enable waiting room. In case there are participants disturbing the class in the meeting, you

can put those participants back to Waiting Room. For more: Zoom Help Center: Waiting Room (https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room).

- **Require authentication to join:** For more: CUHK EdTech Help Center: Setting a ZOOM meeting to only authenticated users can join (CUHK only) (https://cuhk-edt.knowledgeowl.com/docs/setting-a-zoom-meeting-to-only-authenticated-users-can-join-cuhk-only)
  - *Note: This setting only applies to Zoom desktop client and Zoom app. Please remember to select "Computer Audio only" when you schedule meetings to prevent participants from joining meetings without authentication using telephone.*
- **Allow participants to join anytime:** Disable this option.
- **Mute participants upon entry:** Select this option.

More tips

- ITSC Website: ZOOM security and suggested actions (https://www.cuhk.edu.hk/eLearning/c_systems/zoom/ZOOM-SuggestionsRecentAlerts-2020April.pdf)
- ITSC Website: DO and DON'T of Online Meeting Security (https://www.itsc.cuhk.edu.hk/user-trainings/information-security-best-practices/do-and-dont-of-online-meeting-security/)
- Zoom Help Center: In-meeting security options (https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options)