

FERRIS STATE UNIVERSITY

IT CYBER SECURITY

Secure Zoom Settings

April 6, 2020

IT Cyber Security Team

330 Oak St. | Big Rapids, MI 49307

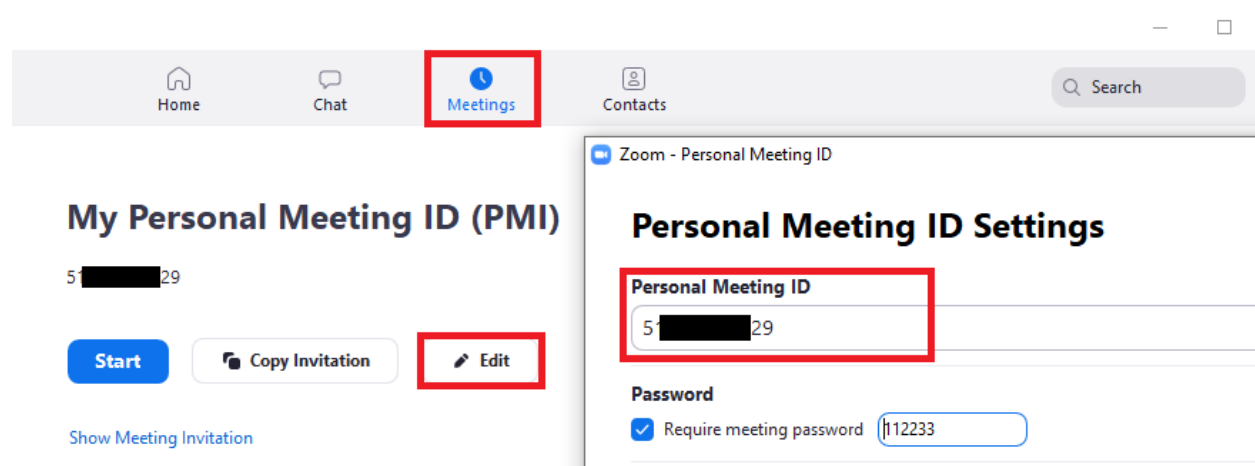
security@ferris.edu

As Zoom being used widely, it became a great target for attackers. Recently, the FBI has released a warning for “Teleconferencing and Online Classroom Hijacking” regarding Zoom hijacking incidents. They also suggested several settings that users should keep in mind when using Zoom. The Better Business Bureau offered some tips in Zoom settings which we deemed as a good practice to secure Zoom.

Don't share the unique ID publicly

In the previous version of Zoom, default settings allow anyone who has the Meeting ID to jump into a meeting without permission. Do not share a link to a teleconference or classroom on an unrestricted publicly available social media post. Provide the link directly to specific meeting attendees.

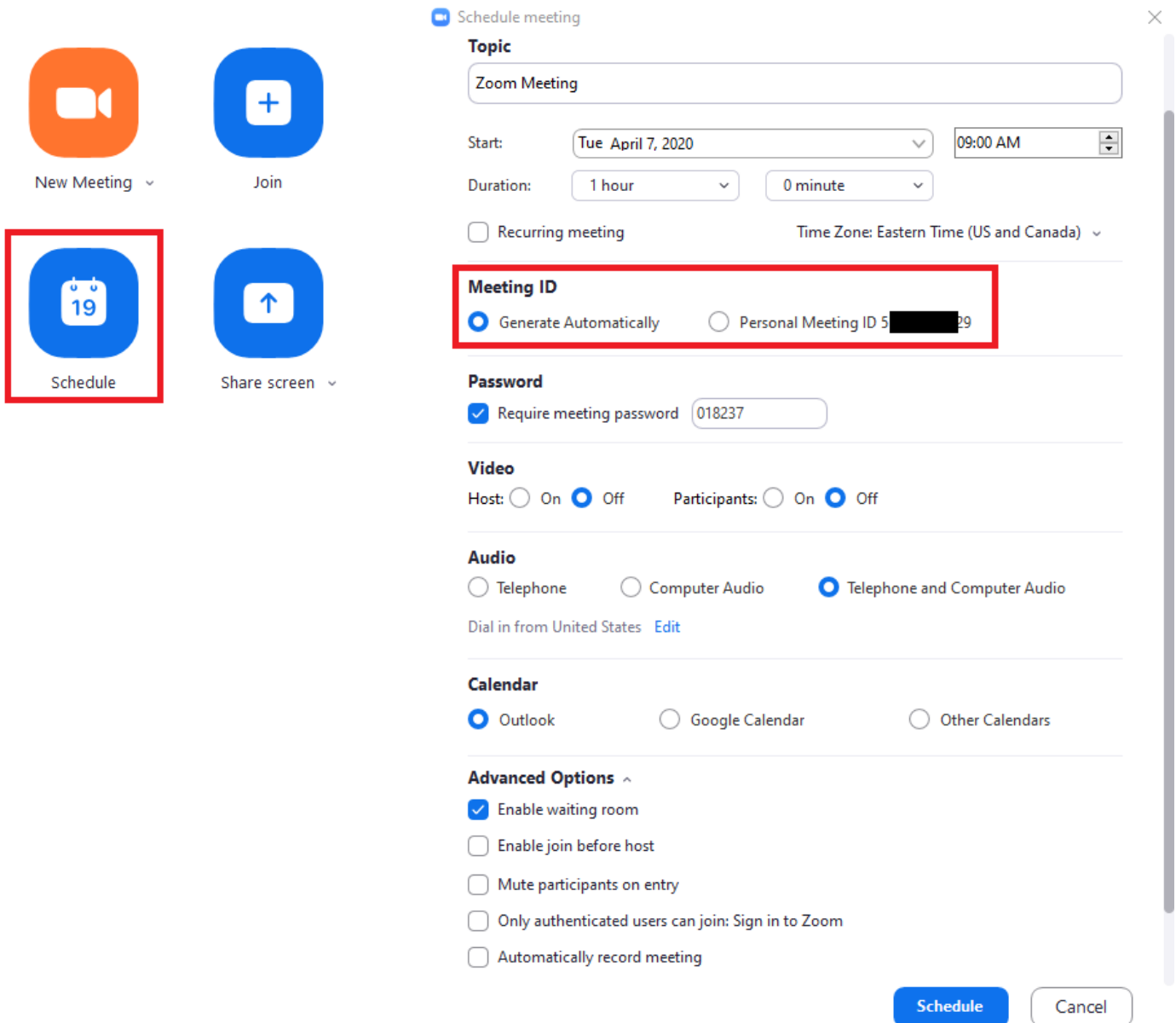
If you are using a **Pro** account and suspect that your PMI is leaked, you may change your PMI to a new number.



Use a unique ID for large or public Zoom calls

When you create a Zoom account, the app assigns users a Personal Meeting ID (PMI). When hosting a large Zoom call where members of the public are attending, it's better to use a one-time code rather than a user's PMI. If not, hijackers can use the PMI to try and jump in on your Zoom calls at any time.

- *This option is only available for Scheduled Meeting*



Schedule meeting

Topic
Zoom Meeting

Start: Tue April 7, 2020 09:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
 Generate Automatically Personal Meeting ID 5[redacted]29

Password
 Require meeting password 018237

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ^
 Enable waiting room
 Enable join before host
 Mute participants on entry
 Only authenticated users can join: Sign in to Zoom
 Automatically record meeting

Schedule **Cancel**

Require a meeting password

For those private hosting meetings, password protections are on by default. Keep those protections on to prevent uninvited users from joining. It's only an option when you generate a unique ID, not when you use your PMI.

If you think the meeting password is leaked, you can always change it to a new one.

The screenshot shows the Zoom web interface. At the top, there are navigation tabs: Home, Chat, Meetings (highlighted with a red box), and Contacts. A search bar is on the right. Below the navigation, the main content area is split into two panels. The left panel is titled 'My Personal Meeting ID (PMI)' and shows a masked ID '5 [REDACTED] 29'. It has three buttons: 'Start' (blue), 'Copy Invitation', and 'Edit' (highlighted with a red box). Below these is a link 'Show Meeting Invitation'. The right panel is titled 'Personal Meeting ID Settings' and shows the same masked PMI. Below it, there is a 'Password' section with a checked checkbox 'Require meeting password' and a text input field containing '112233' (highlighted with a red box).

The screenshot shows the 'Schedule meeting' dialog box. It has a title bar 'Schedule meeting' and a close button 'X'. The form is organized into sections: 'Topic' with a text input 'Zoom Meeting'; 'Start' with a date/time picker set to 'Tue April 7, 2020' at '09:00 AM'; 'Duration' with dropdowns for '1 hour' and '0 minute'; 'Recurring meeting' (unchecked) and 'Time Zone: Eastern Time (US and Canada)'; 'Meeting ID' with radio buttons for 'Generate Automatically' (selected) and 'Personal Meeting ID 5 [REDACTED] 29'; 'Password' with a checked checkbox 'Require meeting password' and a text input '018237' (highlighted with a red box); 'Video' with 'Host: On Off' and 'Participants: On Off' (both 'Off' selected); 'Audio' with radio buttons for 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' (selected); 'Dial in from United States' with an 'Edit' link; 'Calendar' with radio buttons for 'Outlook' (selected), 'Google Calendar', and 'Other Calendars'; and 'Advanced Options' with several unchecked checkboxes: 'Enable waiting room', 'Enable join before host', 'Mute participants on entry', 'Only authenticated users can join: Sign in to Zoom', and 'Automatically record meeting'. At the bottom right are 'Schedule' and 'Cancel' buttons.

Allow only hosts to share their screen

Don't let anyone hijack the screen during a Zoom call. To prevent it, make sure your settings indicate that the only people allowed to share their screens are hosts. Navigate to **Personal > Settings > In Meeting (Basic)** and look for Screen sharing. Check the option that only allows the host to share.

zoom.us/profile/setting

SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

Host Only All Participants ?

Who can start sharing when someone else is sharing?

Host Only All Participants ?

Or allow who can use the video:

Schedule meeting

Topic

Zoom Meeting

Start: Tue April 7, 2020 09:00 AM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada) ▾

Meeting ID

Generate Automatically Personal Meeting ID 5123456789

Password

Require meeting password 018237

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Calendar

Outlook Google Calendar Other Calendars

Advanced Options ▾

Enable waiting room

Enable join before host

Mute participants on entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

[Schedule](#) [Cancel](#)

Zoom - Personal Meeting ID

Personal Meeting ID Settings

Personal Meeting ID

5123456789

Password

Require meeting password 112233

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio Telephone and Computer Audio

Dial in from United States [Edit](#)

Advanced Options ▾

Enable waiting room

Enable join before host

Mute participants on entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Alternative hosts:

Example:john@company.com;peter@school.edu

[Save](#)

Create a waiting room

When participants log into the call, they see a Waiting Room screen that you can customize. They aren't let into the call until you, the host, lets them in. Hosts allow people in all at once or one at a time, This lets you screen the attendees and if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

Zoom - Personal Meeting ID

Personal Meeting ID Settings

Personal Meeting ID
51 [REDACTED] 29

Password
 Require meeting password 112233

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Advanced Options ^

- Enable waiting room**
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Alternative hosts:
Example:john@company.com;peter@school.edu

Save

Schedule meeting

Topic
Zoom Meeting

Start: Tue April 7, 2020 09:00 AM
Duration: 1 hour 0 minute
 Recurring meeting Time Zone: Eastern Time (US and Canada) ^

Meeting ID
 Generate Automatically Personal Meeting ID 5 [REDACTED] 29

Password
 Require meeting password 018237

Video
Host: On Off Participants: On Off

Audio
 Telephone Computer Audio Telephone and Computer Audio
Dial in from United States [Edit](#)

Calendar
 Outlook Google Calendar Other Calendars

Advanced Options ^

- Enable waiting room**
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Schedule **Cancel**

Participants (2)

1 person is waiting [Message](#)

ZT Zoom Test **Admit** **Remove**

1 participant in the meeting

ZZ Zoom Zoom (Host, me)

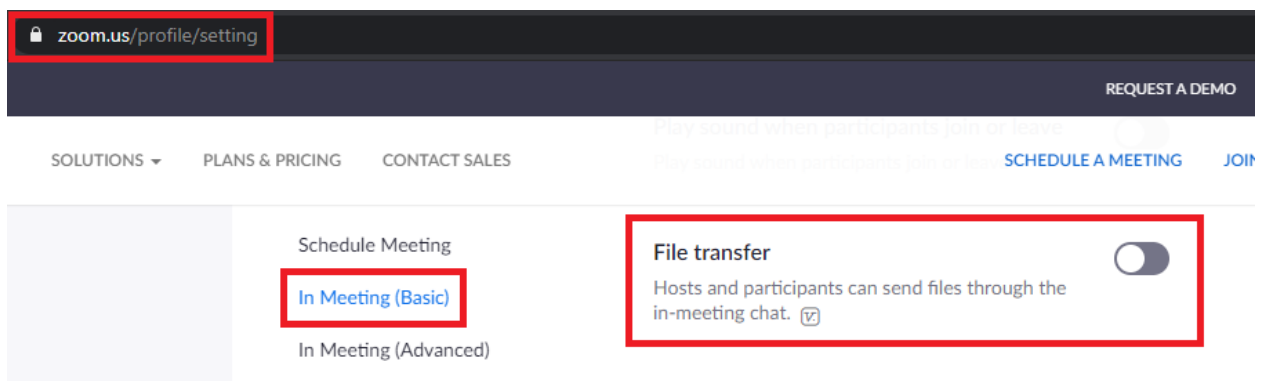
Create an invite-only meeting

If you have Pro, Business, Education, or Enterprise Zoom accounts, enable "**Authentication Profiles**" settings, so anyone who tries to join your meeting without proper authorization will see a notification on their screen telling them that the video conference is for authorized attendees only.

For step-by-step settings, please refer to <https://support.zoom.us/hc/en-us/articles/360037117472-Authentication-Profiles-for-Meetings-and-Webinars?zcid=1231>

Keep Disable File Transfer settings active

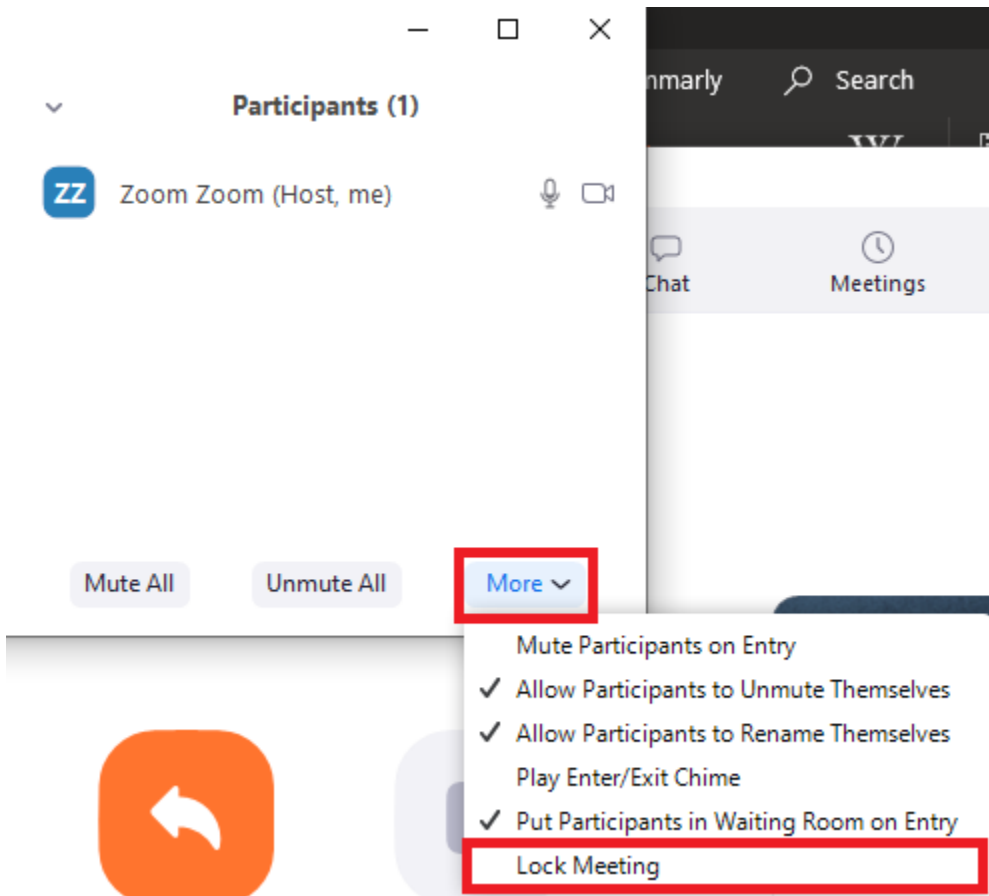
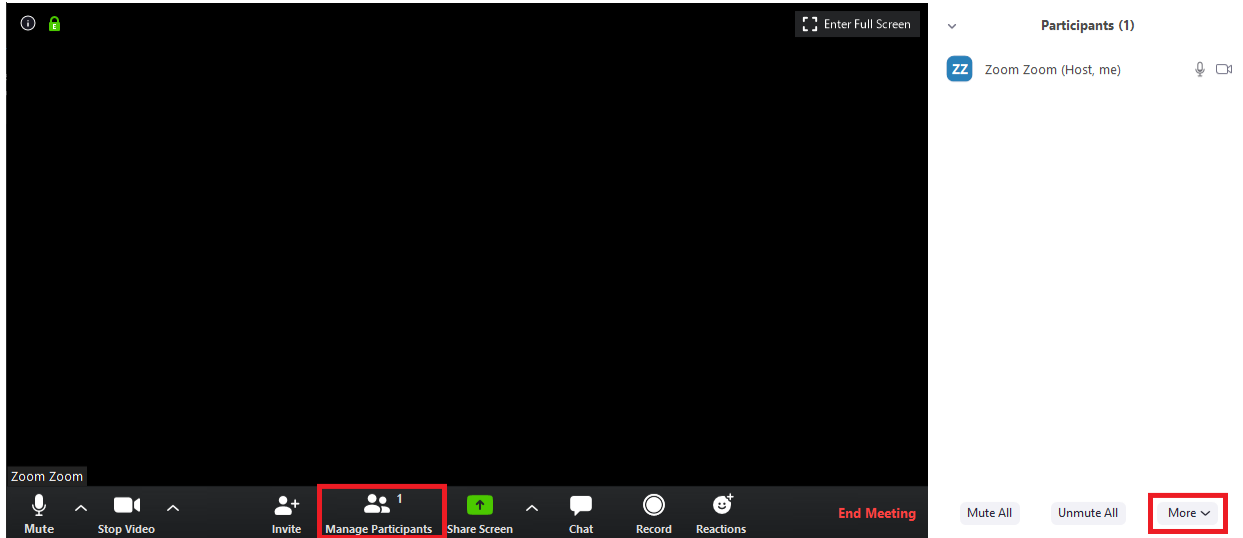
Keep default settings on to Disable File Transfer to limit participants from sharing files, including images and animated GIFs within the chat. Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll down until you see File Transfer and slide the toggle to disable.



The screenshot shows the Zoom web app settings page. The browser address bar at the top left is zoom.us/profile/setting. The navigation menu includes SOLUTIONS, PLANS & PRICING, CONTACT SALES, and REQUEST A DEMO. The main content area has a sidebar with options: Schedule Meeting, In Meeting (Basic), and In Meeting (Advanced). The 'In Meeting (Basic)' option is selected. The 'File transfer' setting is visible, with a description: 'Hosts and participants can send files through the in-meeting chat.' and a toggle switch that is currently turned off.

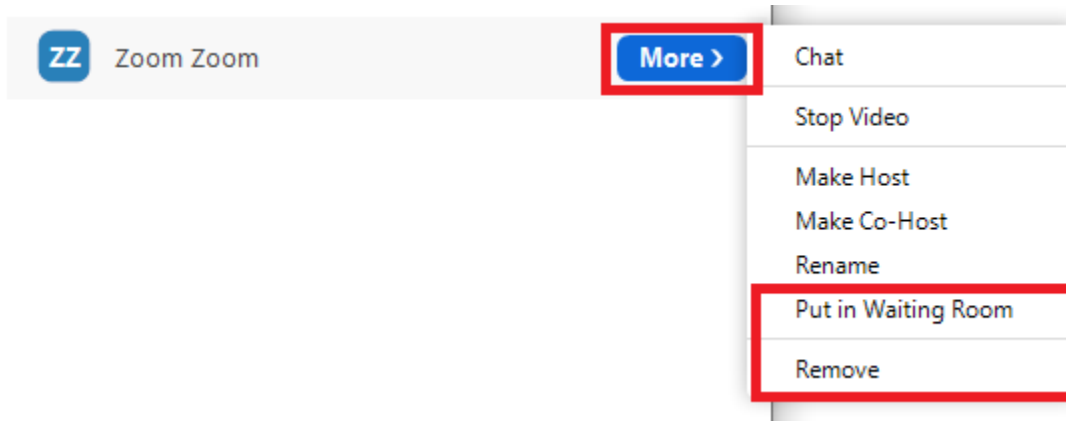
Lock a meeting once it starts

If you start a meeting and all attendees have joined, hosts can lock the meeting from new participants. During the session, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose “More > Lock Meeting”.



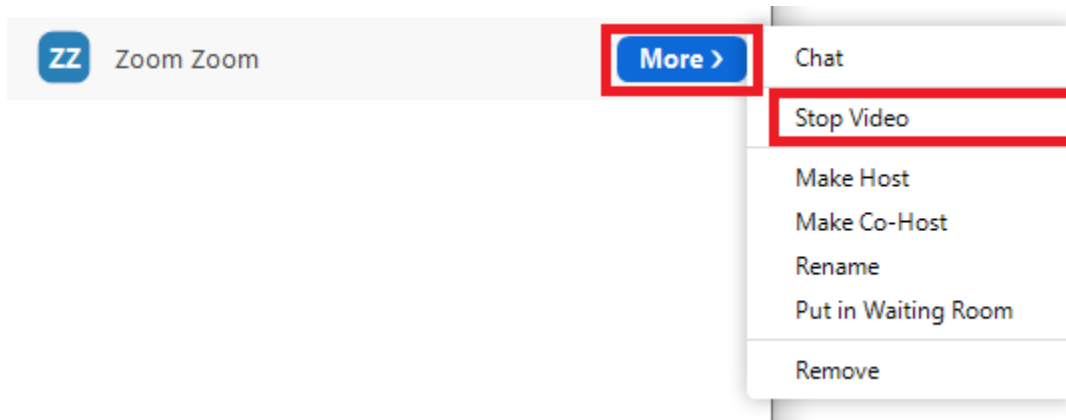
Remove attendees or put them on hold

Hosts can kick unruly attendees out of a call or put them on hold. To remove an attendee, hover over the name of the person you want to remove on the Participants panel on the right. When options appear, choose Remove. By default, an ousted guest cannot rejoin. To put the guest on hold: During the call, find the video thumbnail of the person you want to put on hold. Click on their video image and select Start Attendee On Hold. Hosts can reverse this action by clicking Take Off Hold in the Participants panel.



Disable the participant's camera

If you forgot to disable the participant's camera from the beginning, you can always turn it off. Hosts can turn off any participant's camera by opening the Participants panel and clicking on the video camera icon next to the person's name.



Use Zoom in the browser if possible

Zoom desktop app has multiple vulnerabilities where it shares credentials, requires admin access to certain operating systems. In some instances, where users don't have admin privileges on the working machine to install the Zoom app. We suggest using the web browser version whenever it's possible as it requires minimal access to your computer.

<https://www.zoom.us/meeting>

The web version has a slightly different interface but all of the settings are similar to the app version.

