**ZOOM SECURITY @ TUFTS**

*Keeping your online meetings secure*

**UPDATE YOUR APP**

Keep the Zoom app on your computer up-to-date. The latest version has the latest security features. [Learn how to update your app.](http://go.tufts.edu/zoomhelp)

**SHARE LINKS CAUTIOUSLY**

Protect meetings by sharing links privately, registering participants, and enabling security features for widely-publicized meetings. [Learn more about link sharing.](http://go.tufts.edu/zoomhelp)

**ENABLE THE WAITING ROOM**

For smaller meetings enable a waiting room so the host can screen and admit each participant. [Learn more about Zoom waiting rooms.](http://go.tufts.edu/zoomhelp)

**UNDERSTAND SECURITY CONTROLS**

Know how to easily change security settings during a meeting, including: stopping content-sharing, screen annotation, and audio. [Learn more.](http://go.tufts.edu/zoomhelp)

**DESIGNATE CO-HOSTS**

Designate a host and co-hosts for the Zoom meeting. Ensure that all hosts understand roles and responsibilities. [Learn about hosting and co-hosting.](http://go.tufts.edu/zoomhelp)

**REVIEW YOUR SETTINGS**

Log into to [tufts.zoom.us](http://tufts.zoom.us) and manage settings for participant behavior, including screen sharing, annotation, audio, and profile names. [Learn more.](http://go.tufts.edu/zoomhelp)

**ACCESS RESOURCES**

Tufts provides resources and staff to support you in running a safe online meeting, webinar or event. [For more information visit “Help with Zoom”.](http://go.tufts.edu/zoomhelp)

**GET TRAINING**

Get training and do a trial run. Learn which features to use, and how to handle adverse events. Sign up with [Tufts Learning Center](http://go.tufts.edu/zoomhelp) for training, & contact [edtech@tufts.edu](mailto:edtech@tufts.edu) for a security consult.

**EJECT DISRUPTIVE PARTICIPANTS**

Know how to identify and eject participants from a meeting temporarily or permanently. [Learn about managing participants.](http://go.tufts.edu/zoomhelp)