

## District 5450 Zoom Meeting Best Practices & Protocol

Effective April 23<sup>rd</sup> 2025

District 5450 Governors and Committee Chairs needing to frequently host their own Zoom committee meetings should **create a personal Zoom account** and expense the annual membership fee to their specific committee budgets. This will eliminate scheduling overlapping meetings and the requirement of our operations manager to attend all meetings to share hosting capabilities with committee chairs or facilitators. This will also reduce the need to share the District's Zoom account login and password with multiple people.

**Zoom meeting links are never to be made public or shared on websites, social media channels or printed on flyers / materials.** Zoom bombing, also known as Zoom raiding, refers to the unwanted, disruptive intrusion into a Zoom video conference by individuals who are not authorized to join the meeting. These intruders often share inappropriate, obscene, or offensive content, leading to disruption and potential harm to the participants. Zoom bombers often find and utilize publicly shared meeting links or IDs to gain access to meetings.

### **ADDITIONAL Optional Security Measures:**

One of the best ways to secure a Zoom meeting is to turn on Zoom's Waiting Room feature. This feature provides a virtual waiting room for your attendees and allows you to admit individual meeting participants into your meeting at your discretion.

**Turn on Your Waiting Room** - Users can enable Waiting Room as a default account setting for individual meetings.

**View and Admit Participants** - As meeting attendees arrive, Zoom will notify you and provide you a list of those in the meeting, and those still in the waiting room, so you have total control of who joins your meeting.

**Remove Participants** - Once you've admitted an attendee into your meeting, you can easily push them back to the Waiting Room or remove them from the meeting all together and can even prevent their return.

**Make Someone a Co-Host** - You can promote a trusted meeting attendee to Co-Host during the meeting, allowing them many of the same privileges and control features available to the meeting host themselves.

For a complete guide to securing your Zoom meeting:

<https://www.zoom.com/en/products/virtual-meetings/resources/securing-your-meetings/>