Used properly, Zoom is a safe way to conduct virtual meetings. To protect the privacy of members of the Cal Lutheran community, and continue to foster a safe environment, we suggest you use one or more of the following best practices to safeguard your Zoom meetings. Click on the underlined paragraph headers for directions on how to use these features:

- **Attendee on Hold**: ITS has globally enabled the feature to place a participant on hold or to remove a participant. A participant on hold can re-enter the room, which has its uses, however, once you remove a participant, they cannot re-enter the room during that session. Practice how to do one of these two so you will not be caught off guard if you have to remove someone from your session.

- **Set a Meeting Password**: Zoom meeting numbers are 9 or 10 digits long, a determined person can randomly guess meeting numbers or use a program to find active meetings and join. You can add a password to the meeting ID that participants would enter to join your meeting. The meeting invite you forward will contain the password. This creates a longer string of numbers for the attacker to guess.

- **Schedule and launch Zoom sessions from within Blackboard (refer to Digital Learning’s Zoom training sessions).**

- **Do not post your Zoom Personal Meeting ID online (LinkedIn, Forums, email Signature, etc.)**

- **Waiting Room**: Enable the waiting room in Zoom.
  - **Advantage**: 1) you control who joins your session, 2) effective for faculty office hours to preserve student privacy.
  - **Disadvantage**: 1) you’ll need to monitor who is waiting, 2) students cannot enter the room before you join.

- **Allow only authenticated to join meetings**: If you do not intend on having non-Cal Lutheran guest lecturers join your sessions, lock down your sessions to Cal Lutheran authenticated users only.

As usual if you have questions about this or any other technical issue, please contact the Cal Lutheran Help Desk at helpdesk@callutheran.edu or 805-493-3698. The Help Desk technicians are physically socially distanced, waiting for your calls from their respective homes.

Thank you to Zareh Marselian and Mirwais Azizi for preparing this information. If you have questions, you can contact Mirwais at mazizi@callutheran.edu