Safe meetings in Zoom

When setting up e-meetings in the Zoom, some settings are extra important. Most of the following settings are found at the bottom or to the right side of the screen.

All meetings in Zoom are encrypted with something called the AES 256-bit GCM encryption standard, which offers increased protection of your meeting data in transit and resistance against tampering. This provides confidentiality and integrity assurances for your Zoom meetings and Zoom webinars.

If even higher security is desired, i.e., "End to end encryption," see the last paragraph in this document.

Updates to Zoom

Updates are installed automatically on ORU computers. However, on non-ORU computers, you need to update manually and periodically. Download/update Zoom here. Check your version number here.

Sound and video
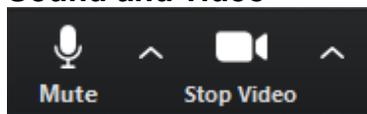
In an e-meeting, sound is of uppermost importance. Although video is not always required, it may be necessary for some situations. Before joining a meeting, please check your sound using *Test Speaker and Microphone*. To adjust sound during a meeting, select the small arrow to the right of *Mute* and choose *Test Speaker and Microphone.* Similarly, to adjust video, select the small arrow by *Stop Video* and choose *Video Settings*. Here you can also change between multiple cameras if needed.

Host tools
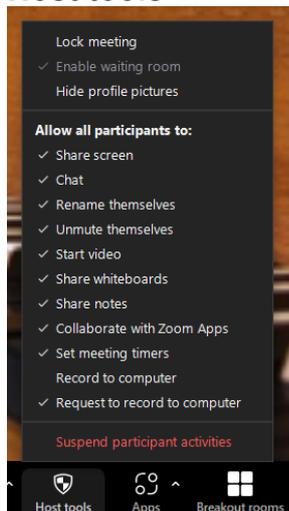
To prevent new participants from entering the meeting, select *Security* and choose *Lock Meeting*. Here are also settings for what the participants may do in the meeting, like sharing their screen, using chat and changing their screen name.

Virtual background

The virtual background feature is a smart option to display an alternative background – such as an ORU image – instead of your office or rooms in your home. This is especially useful for meetings from other locations. Select the small arrow by *Video* and choose *Virtual Background*. This feature only works on relatively new computers.

Remove a participant from a meeting
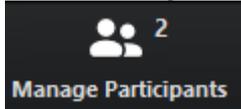
If a participant breaks conduct rules, they can be removed from the meeting. Select the specific participant under *Manage Participants* and choose *More* and *Remove*. Once removed, the participant cannot reconnect to your meeting. Other options: make participants to *Host, Co-Host, Rename* and *Put in Waiting Room*.
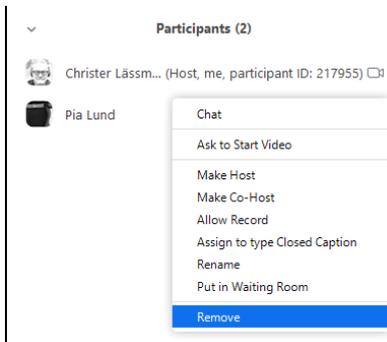

Mute all/unmute all

The alternative *Mute All* and *Unmute All* to change settings for all participants is in the bottom of the *Participant list*.

Rename a participant

To change abbreviated names or sensitive information (like a phone number) on the participants list, select the participant and choose *More* and *Rename*, allowing the participant to change their name.

Share screen
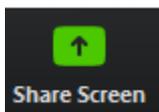
Share Screen is another central feature of Zoom. Select *Share Screen* and choose *Screen/Desktop* to share everything on your screen. A safer alternative is to share a specific document in Word, PowerPoint or PDF. This requires first opening the program. **Only share what is necessary.**

Chat and record meeting
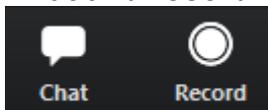
At Örebro University, we do not record e-meetings with students. However, you may use Zoom to record a lecture, for example, to be included in PowerPoint. The recording is saved as a video file (MP4). On a PC, it is saved in the Documents and Zoom folder. The video file can be uploaded in

Kaltura and then published to Blackboard. Even what is written in a chat may be saved as a text file – **remember that student names are personal data**. Chat is useful for simple note-taking.

Smaller groups of participants

Only a meeting host can create so-called *Breakout rooms* and divide up users into smaller groups. Co-hosts are also distributed in the rooms. To move between rooms as a host, select *Breakout rooms* and choose *Join*. To end the group session, select *Leave Breakout Room* and *Return to Main Session*. Remember to select *Breakout rooms* and choose *Close all Rooms*, instead of ending the entire meeting. A 60-second timer will allow groups to conclude their discussions.

Personal Meeting ID and Personal Link

Personal Meeting ID and *Personal Link* both point to the same meeting. To create a unique meeting address, add at the end of the personal link the text before @ in your email address. Do not use a personal meeting ID for events published publicly, instead use an autogenerated ID.

1. Log in to Zoom and select *Sign in*.
2. Select *Profile* in the left menu.
3. Select *Personal Link* and *Customize*.

For a Personal Meeting ID meeting, under Meeting Options, select either *Enable Waiting Room* or *Only authenticated users can join* (requires password). **Do not select *Join before host*.**

Schedule a new meeting

Post links to scheduled meetings in Blackboard that are autogenerated rather than a personal meeting address. *Personal Link* may be used with fellow staff. Publish an e-meeting link on Blackboard is recommended. That way only those registered on the course can log in to the meeting.

Here is how to set up a meeting already scheduled in Zoom – of course, you can also set when scheduling a new meeting:

1. Log in to Zoom and select *Sign in*.
2. Select *Meetings* in the left menu.
3. Select the meeting link on the list of scheduled meetings under the heading *Topic*.
4. Select the button *Edit this meeting* (located near the bottom of the page).
5. Go to *Meeting password* and tick the box *Require meeting password* (see image below). Accept the autogenerated password or fill in one of your own. Select the button *Save*. **Note: the password used here is only for this example!**
6. After saving, select *Copy the invitation* after the *Invite Attendees* heading to copy the *Join URL* which looks like this: https://oru-se.zoom.us/j/800287194?pwd=c3lxTmFQeXQ2eDhCL2hVYzFndENwUT09
7. Post the unique password to the course or paste in the *Join URL* invitation on Blackboard or Teams.

Note: Never publish the *Join URL* invitation link publicly with a password, they can only be published on Blackboard and Teams, don´t put the full link on KronoX. Instead, delete the password from the invitation link, like this, https://oru-se.zoom.us/j/800287194.

Meeting Password	☑ Require meeting password	878690

Waiting room

Waiting room is another useful feature to let participants join your meeting. However, *Waiting room* is less suitable for large meetings. Consider appointing a co-host to let participants join the meeting. A co-host can also help moderate chat.

A *Waiting room* is unnecessary if a password is set for a meeting.

Other considerations regarding security in Zoom
• Check the participant list for persons unfamiliar to the group and ask them to greet the group.

• Camera video is OK to recognise participants, but never record students or participants.

• Avoid confidential details or restricted information if participants are not in a secure location.

• Lock the meeting after starting to avoid ineligible persons from joining the meeting unnoticed.

Using end-to-end encryption (E2EE) in Zoom meetings
If so-called "end-to-end encryption" is needed, for certain information classification, it is possible to set up Zoom meetings for this.

Using end-to-end encryption (E2EE) in Zoom meetings

Encryption	○ 🛡 Enhanced encryption ⑦	● 🔒 End-to-end encryption ⑦
	Several features will be automatically disabled when using end-to-end encryption, including cloud recording and phone/SIP/H.323 dial-in. Learn More	

Some useful links:
Log in to Zoom at Örebro University

Zoom instructional videos