How to Keep Uninvited Guests out of Zoom Meetings and Webinars

With the switch to virtual care many of AFHTO teams have started to use Zoom for team meetings or patient care and in the past few days, you may have heard of or experienced "Zoom-bombing". Given these recent concerns we have compiled a few tips and tricks suggested by Zoom, on how you can keep uninvited guests out of your zoom meetings and webinars. You can read more about this here.

- **Generate Random Meeting IDs:** Avoid using the personal meeting ID assigned to your account as it can be accessed repeatedly by uninvited guests. Watch a video tutorial on how to generate a random meeting ID.
- **Consider using the Waiting Room Feature:** The waiting room feature allows the host to browse through the attendees list to ensure that uninvited guests haven't joined. Learn more about how to use the waiting room feature.
- **Manage Screen Sharing:** Change the screen sharing settings to only allow the host to share his/her screen, this will ensure that even if an uninvited guest joins the meeting, he/she will not be able to have screen control. Learn how to change these settings.
- **Only Allow Signed In and Authenticated Profiles to Join the Meeting:** If you have a Pro, Business, Education or Enterprise Zoom Account, you can change settings to only allow participants signed into zoom to join the meeting or zoom user's with a specific email address domain. Learn more about this feature.
- **Create A Password for Your Meetings:** Generate a secure password for your meetings that you can email them after they register for a zoom meeting or webinar.
- **Avoid Sharing Confidential Files Via Zoom:** It is recommended to turn off the file transfer feature within Zoom so that material can't be shared by an uninvited guest. Learn how to change these settings.
- **Remove Uninvited Guests:** If an uninvited guest does join a Zoom meeting or webinar, learn how to remove them.