Creating a Secure Meeting in Zoom

This article covers how CSUF faculty, staff, and students can create more secure meetings in Zoom.
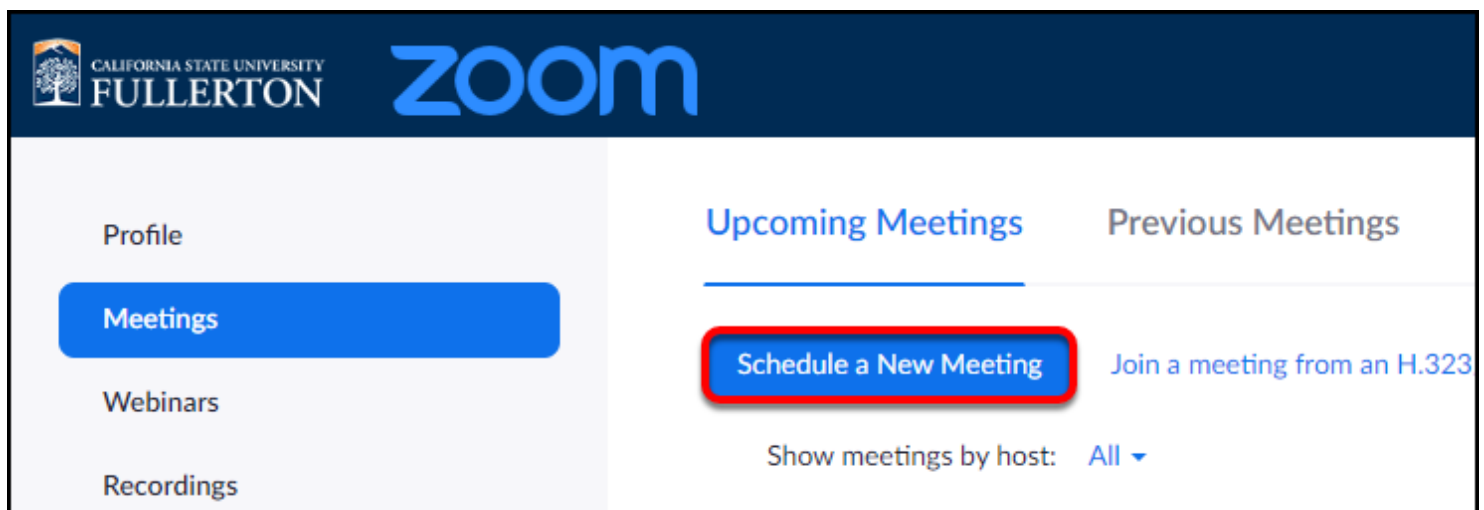
1. Log in to Zoom (either on the web or the desktop client).

[View more detailed information on how to log in to Zoom on the web.](#)

[View information on downloading the Zoom desktop client.](#)

2. Click Schedule a New Meeting.

💡 In the desktop client, simply click **Schedule** on the Home tab.

3. To keep the meeting secure, choose to generate the meeting ID automatically, and set a password for the meeting.

Meeting ID	⦿ Generate Automatically ◯ Personal Meeting ID
Meeting Password	☑ Require meeting password 153663

4. Turn off participant videos, disable join before host, and choose only authenticated users can join. Optionally, you can enable the waiting room.

💡 In the desktop client, you will need to click **Advanced Options** to view and modify these settings.

Creating a Secure Meeting in Zoom // Downloaded: 08-25-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 2

1. Turn off the **Video** for participants. Participants will still be able to use video if needed, but the video option is turned off when a participant joins the meeting.
2. Uncheck the **Enable join before host** option. You should not allow anyone to join the meeting before you have started it.
3. Always check **Mute participants upon entry**. Participants will still be able to use their audio to speak if needed, but they will be muted when they join the meeting.
4. Optional: check **Enable waiting room** to place attendees in a waiting room when they join. **NOTE** if you do this, you will need to manually admit each attendee into the meeting. This adds security to the meeting, but if you have over a hundred attendees, you may not want to enable the waiting room.
5. Always check **Only authenticated users can join**. This means that users must have a Zoom account in order to join the meeting. This keeps "guest" accounts from joining your meeting.

Need More Help?

Faculty/Staff - contact the IT Help Desk at helpdesk@fullerton.edu or 657-278-7777.

Students - contact the Student IT Help Desk at StudentITHelpDesk@fullerton.edu or 657-278-8888.

Creating a Secure Meeting in Zoom // Downloaded: 08-25-2023 // Disclaimer: This document is only valid as of the day/time when it is downloaded. Please view the original web document for the current version.

Page 3

[View the Zoom Help & Resources article](#).