

## **ZOOM GUIDE**

### **Purpose:**

- Zoom is a great, free\* method to connect with a group online
- If not setup correctly, your Zoom meeting could “[zoom-bombed](#)”

### **Setup a secure Zoom Meeting:**

- NEVER share your Personal Meeting ID to host public events (this is a number you use again and again for quick, unscheduled meetings)
- Set a password to prevent unwanted visitors from joining...only share this with people you know
  - ex) DON'T SHARE on your public Facebook page

- If you post your Zoom meeting link on your public Facebook page, or your website, hackers are searching “zoom.com” to find meetings to disrupt
- Here are settings you can control who has access to use (if you’re not going to use a feature, it’s safer to turn that feature off for participants):
  - Screensharing
  - Chat & Private Chat
  - Participant Video
  - Participant Audio
  - File Transfer
  - Annotating/Drawing on the screen
- If you’re worried adding these security measures might prevent new guests from participating you could:

- Have a post encouraging them to email you to get the information
- Post the recording from your Zoom meeting to your Facebook page at the end

## **Outside Resources:**

These links will take you to resources outside SOMOAG.ORG

- What controls you have in a Zoom meeting  
<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>
- How to setup a safe Zoom Meeting  
<https://fortune.com/2020/04/02/zoom-bombing-what-is-meeting-hacked-how-to-prevent-vulnerability-is-zoom-safe-video-chats/>

\*Free plan is for meetings up to 40 minutes long and up to 100 participants.

Paid version starts at \$14.99/month (as of April 3, 2020)