**Making Zoom as Secure as Possible**

*Based on information from the police and the investigations being undertaken by the National Crime Agency into Zoombombing.*

**For information:** Zoom have done a lot to improve their security during lockdown. There were a number of zoom bombing incidents at the start of lockdown particularly in the South West which involved sharing of the **same** child pornography image. This information came from the discussions that happened after that having been part of an organisation that was hit by this. I questioned whether we should be using Zoom at all in light of this and the advice was it was as safe, if not safer, than many other platforms when the instructions below are followed - all of these actions would have prevented the Zoom bombing incidents that happened (ok they might learn new ways) and they were all random attacks that identified meetings where full security measures had not been taken (it’s been a learning curve for everyone!) A number of higher education institutions including Exeter University are now using Zoom with these safety measures built in and it is an approved tool for these educational establishments.

**Setting up your zoom meeting:**

You can schedule your meeting in Zoom in advance - just hit the ‘schedule’ button

When you do make sure both **‘password’** (see additional point below about passwords) and **‘enable waiting room’** are activated

It is also helpful for you to **disable** **‘allow join before host’** which is under the ‘advanced settings’ - this enables you to enter the room first and do a couple of other things to secure the environment

In advanced settings you can **set host video and participant video to on** which prevents someone unknown coming in under a name you might recognise

Ensure your password is at least 10 characters long

**Communicating with your appraisee**

Only share the meeting details with the individual concerned i.e. not on a facebook post (I know it sounds obvious but you’d be surprised how many people have done this!)

Ensure your appraiser (and yourself) has their zoom account set so their own name (first and surname) is what they login with - this ensures you know as best you can that it’s them in the waiting room - people often have nicknames etc for ‘social’ zoom get togethers which will not enable you to correctly identify them.

**When you ‘arrive’**

Once you are in the Zoom meeting before your appraisee arrives **set screen sharing to ‘only host’** - (you can find this under the small arrow just to the right of the ‘share screen button at the bottom of the screen) if someone did manage to break in (unlikely with above security measures) they wouldn’t be able to share any images with you).

Under the security button also disable **‘allow participants to rename themselves’** - zoom bombers entered meetings by quickly renaming themselves to the name of someone already in the room - this prevents anyone doing this.

**When your appraisee has arrived**

Once you have let your appraisee in from the waiting room if you click the security button at the bottom and then click ‘lock meeting’ no one else can enter that meeting.

**So in summary:**

* Schedule
* Enable waiting room and set host and participant video to on
* Disable ‘allow join before host’
* Ensure password is at least 10 characters
* Inform appraisee login name needs to be the same as the name of the person you are appraising
* Share details of meeting securely e.g. text or nhs email
* Set screen sharing to ‘host only’
* Disable ‘allow participants to rename themselves’ in security
* ‘Lock meeting’ in security once you have both arrived