



## Zoom Security Info for Toastmaster Meetings

The following tips are recommended to minimise any potential security challenges or concerns with online or hybrid Toastmasters club meetings.

A guiding principal should be to treat Zoom communication like any email, text message or any other electronic transmission: What is discussed in any club meeting would generally be appropriate to be shared in the public domain and not of a sensitive or confidential nature – and will therefore not be of concern.

Zoom settings now includes defaults that tighten certain security aspects – including passwords by default, preventing screen sharing, and enabling the waiting room. These features can be controlled in your settings at [zoom.com](https://zoom.us) and in the zoom app when you schedule meetings.

### Passwords

Passwords may be turned off/on. In some situations you may not require or desire a password. The password may be set to any 10-character (or less than 10) alphanumeric string. We recommend that clubs set the password to their club number or some other recognisable password in a recurring meeting. If members are informed of the clubs standard password in advance it will reduce delays in club members accessing meetings if they forget the password.

In the zoom app, when scheduling the meeting, you can tick or untick “Require meeting password” and you can change the password to anything you like by replacing the automatically generated numbers.

Note that, if you wish to use the same meeting ID and password on an ongoing basis you simply click ‘Recurring meeting’ at the top, rather than entering a time and date. The meeting room is then available at any given time/day via the same link which makes it easy to issue the link to your club members and visitors.

### Sharing passwords and access links

Publishing your Zoom link is much like putting a sign or flag out advertising your club and inviting people to join you. No doubt you’ll want to encourage guests to visit your meetings, just as you would if someone were to come in off the street. If you choose to make your zoom meeting ID and password available, the following steps will prevent visitors from disrupting your meetings either intentionally or accidentally.

## Waiting rooms

The “Waiting Room” function can be enabled so that the meeting host can identify and admit club members and guests one by one and welcome them. This will more easily allow you to identify guests - if an unknown person is waiting to join the meeting.

To enable this: in the Zoom app, when scheduling the meeting, click “Advanced Options” and ensure that “Enable Waiting Room” is ticked.

Alternatively, you may wish to let members enter into the meeting as they wish and commence conversation, rather than having to wait and be admitted by the host or a co-host.

If you plan to use the waiting room feature, it is best to have a designated host or co-host who is not the chair. The host can then keep an eye on the waiting room and admit people, so the chair is not distracted by latecomers during their opening remarks.

## Screen share

It's recommend to turn off “Screen Sharing” in the Zoom meeting settings, and allow individual members to share as and when required. This way only the host and those that they choose are able to share their screens, which will prevent guests or participants accidentally sharing their screen.

Invite club members who plan to use slides to let the meeting chair know in advance, so that they can be made a ‘co-host’ prior to the start of the meeting. This will avoid delays mid-meeting.

1. To do this, the meeting host needs to:
2. Click “Manage Participants,” to open the list of participants in a window to the right

Hover over the relevant participant's name and click “More,” then click “Allow Share” or “Make Co-host”

## Muting

The host should retain control over muting participants. This is helpful where club members may forget to mute themselves after introducing a speaker, for example. When not muted, any background noise at their end will be heard. This causes a distraction when viewing the meeting on “Speaker View,” because the other person will appear on the screen, briefly, rather than the speaker.

Control over the muting function can also be provided via co-hosting. To make members co-hosts, click on “Manage Participants” to open the white box in the side pane, then click on the “More” button and then on “Make Co-host.” During the meeting, participants may or may not be given the ability to unmute themselves. Over time participants will get into the discipline required around this aspect. You can also use the chat feature to remind participants to mute themselves if you don't have muting ability.

## Recording

First question to be asked: Is there a requirement to record the meeting? If no need is established, it's probably best not to record, so that participants will feel more comfortable.

For the ABM (Annual Business Meeting) or Executive Committee Meetings, it may be useful for the Secretary to record the meeting, as they are required to write-up the minutes. If you wanted to record a brief section of the meeting, such as a speech or a testimonial from club members and guests, you may choose to record.

If recordings are made and the intention is to put the recording or any part in the public domain, then permission of those involved should be sought. Ideally the permission should be granted in writing (e.g. in advance by email or during the meeting via the chat panel). Toastmasters International has a standard video release form which can be used for this purpose: <https://www.toastmasters.org/Resources/Video-Release-Form>.

Two recording options are available – recording to the cloud and/or locally. These options are not mutually exclusive. To have both at once, the option must be enabled in “Settings.” Permission can be given by the host to specific participants to record the meeting on their local device.

## Requiring participants to have a Zoom account

As an extra security measure, you can require that participants have a current Zoom account. You may not find this a requirement for the average club meeting; however, be aware that the option is available.