



February 2021

## Zoom Safety and Security

Dear Students,

Over the past week there has been a number of 'Zoom-bombing' incidents where individuals have disrupted online sessions often using hateful, racist and sexist language or materials.

One such incident is too many and we want to be clear with all our communities, that we condemn these actions, and encourage reporting any incidents to our [EDI team](#) or via your [Speak Out Guardian](#). Whilst we follow up such incidents robustly and thoroughly, we recognise the ongoing need to provide support and guidance to the teaching community on what settings are available to help prevent this activity and also respond appropriately should it ever occur.

To support you in running secure student led events, we have highlighted some key settings below and in this [online guide](#). We encourage everyone to familiarise themselves with this guidance and in addition The Digital Hub offers a bookable [Meeting / Call security session](#).

The Digital Hub also provides similar guidance for when using MS Teams, however it should be noticed that Teams is a more secure platform to use.

### Prevention:

- **Use your UoE zoom account, logging in through SSO**
  - Our university license is configured to ensure all meetings require a passcode and use a waiting room. Be vigilant when admitting participants into the call from the waiting room.
- **Turn on the setting to allow authenticated users only**
  - This ensures that anyone joining the call from Exeter or external must have logged into their Zoom account first. This ensures that any inappropriate behaviour can be matched to a specific account.
- **Do not publish the details of your meeting** – if you do need to advertise your session consider setting up a Zoom registration page this enforces that attendees must sign up to the call and provide a First & Last Name including their Exeter Email prior to being given the Meeting Password. The organiser can decide whether this is automatically approved but only registered users will be able to attend.
- Turn off the ability for participants to apply filters to their video

- Turn off the ability for participants to rename themselves
- Consider removing ability for participants to use private chat if not needed for the session

**During an online session:**

The Security icon at the bottom of a call window should be your first point of call. Selecting this button will give you, the organiser, the ability to:

- Lock the meeting- we recommend this is used regularly at the start of a call to prevent people joining midway through
- Suspend the meeting- this immediately turns off all video and mutes participants
- Control further participant access such as screen sharing
- You can also dynamically manage participants access through the Participants pane and Chat panel.

To ensure you have access to the above features and settings please remember to update your Zoom Desktop application regularly.

Regards,  
Tracey

**Tracey Scotter**  
Interim CISO  
Exeter IT

The logo for Exeter IT, featuring the text "EXETER IT" in white, uppercase letters on a dark blue square background, centered within a larger light blue rectangular area.