

HOW TO BE CYBER SAFE WHEN USING ZOOM

NEED HELP USING ZOOM?

<https://www.monash.edu/esolutions/learning-meeting-spaces/zoom-conferencing>

Let's cover basic tips on how we can all stay cyber safe while using Zoom:

KEEP ZOOM MEETINGS PRIVATE

One of the best ways to keep your discussions and shared content private is to enable **meeting passwords**:

- Meeting passwords help prevent unwanted participants from joining your meetings and inappropriately eavesdrop on discussions.
- Participants will be asked for the password before they can join the meeting.
- To use passwords for meetings this will need to be enabled via your Zoom settings:
<https://monash.zoom.us/profile/setting>

[Learn more about meeting and webinar passwords](#)

MANAGE MEETINGS USING HOSTS/CO-HOSTS

You can use the meeting host and co-host features to help you run and keep meetings safe by:

- Managing participants through the use of a waiting room or removing unwanted attendees.
- Locking a meeting room after it has started to prevent unwanted participants from joining.
- Moderating meetings and participants including muting and controlling screen sharing.
- Delegating and using co-hosts to help moderate larger meetings.

[Learn more about host and co-host controls](#)

STAY ALERT FOR ZOOM SCAMS

Watch out for fake or scam phishing Zoom messages/invites which can be used for identity theft or to access your account.

- Be alert for suspicious messages/invites including links appearing from unknown or unexpected Zoom meetings or senders.
- All Monash-based Zoom links will use:
<https://monash.zoom.us/>
- Where possible join Zoom meetings via your calendar or the Zoom application.

[Learn more about dealing with scams and phishing.](#)

BE RESPONSIBLE WHEN USING RECORDING

If you need to use the meeting recording features on Zoom apply a responsible approach that is mindful of:

- Ensuring all meeting participants are aware that recording is being used (e.g. verbally announce this at the start of the meeting).
- Participants will be able to see a "Recording" visual indicator in the Zoom meeting (not available for participants joined via telephone).
- Being aware that when recording a meeting any chat, video or audio content may be recorded.

KEEP ZOOM UPDATED

Keeping the Zoom application updated to the latest version means that you will receive any important enhancements which help keep Zoom secure:

- **Using Zoom on a Monash laptop/computer?**
Zoom updates are automatically managed for you.
- **Using Zoom on a smartphone/tablet?**
You will need manage the updates for Zoom.

[Learn more about managing updates](#)

ZOOM INBUILT SECURITY FEATURES

Zoom implement a wide variety of security features to protect communications including:

- All Monash Zoom accounts are protected by Monash Single Sign On (including multi-factor authentication by Okta).
- Securing meetings with encryption (including video, audio and content).
- Providing users with tools and methods to protect meetings by managing who can join and what can be shared.

Learn more: <https://zoom.us/security>