Butte Subbasin Advisory Board Meeting

April 23, 2020

Presentation by:
Tania Carlone, Facilitator

10 WAYS TO SECURE ZOOM!

1 Use a Unique ID for Large or Public Zoom Calls

When you schedule a Zoom meeting, look for the Meeting ID options and choose Generate Automatically. Doing so plugs up one of the biggest holes that Zoom-bombers can exploit.

2 Require a Meeting Password

One way to protect the meeting is to require a password. You can give the password out only to those who have replied and seem credible. To password-protect a meeting, start by scheduling a meeting and checking the box next to Require meeting password.

3 Create a Waiting Room

When participants log into the call, they see a Waiting Room screen, the host, lets them in. You can let people in all at once or one at a time, which means if you see names you don't recognize in the Waiting Room, you don't have to let them in at all.

4 Only the Hosts Should Share Their Screen

Make sure your settings indicate that the only people allowed to share their screens are hosts. You can enable this setting in advance as well as during a call.

Create an Invite-Only Meeting 5

Only people who can join the call are those you invited, and they must sign in using the same email address you used to invite them.

6 Lock a Meeting Once It Starts

While the meeting is running, navigate to the bottom of the screen and click Manage Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.

7 Kick Someone Out or Put Them on Hold

During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose Remove.

Disable Someone's Camera 8

If someone is being rude or inappropriate on video, the host can open the Participants panel and click on the video camera icon next to the person's name.

9 Prevent Animated GIFs and Other Files in the Chat

In the chat area of a Zoom meeting, participants can share files, including images and animated GIFs—if you let them.

Info Credit: https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing

10 Disable Private Chat

Open Settings in the Zoom web app (it's not in the desktop app). On the left side, go to Personal > Settings. Then click In Meeting (Basic). Scroll until you see Private chat. When the button is gray, it's disabled.

Design: Liberty Leadership Development, LLC

CBI CATALYZING COLLABORATION

Employing all of these except #5 and #6   Copyright: xx/xx/xxxx
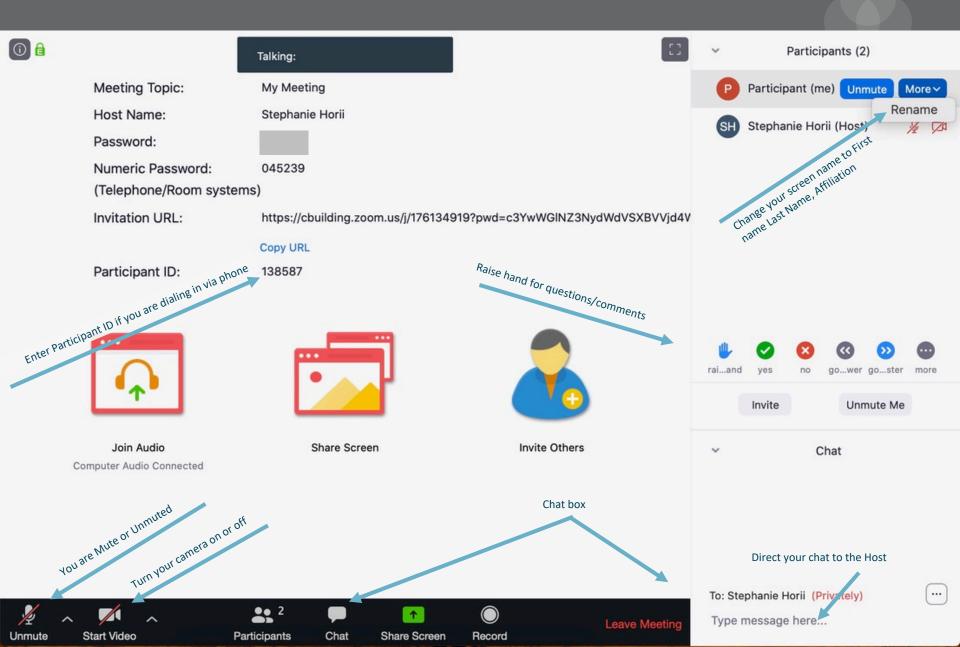
2

Checklist for Virtual Participation

✓ **Please mute yourself when you are not speaking.** This helps cut down on background noise like sirens, landlines, rambunctious housemates, etc.

✓ **Please check that your video camera is on.** We encourage that you also join us via video. Seeing each other's faces makes for a more engaging experience.

✓ **If you know you have less than optimal internet connection, we urge you to join through both a phone (for audio) and your computer (for video).** You may do so by joining the online meeting via the Zoom link and opting to join via phone audio. When you are dialing in, please be sure to enter your participant ID. Here is a step-by-step guide to help: https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone

✓ **Rename yourself after logging into Zoom.** We ask that you please rename yourself by hovering over your name in the "Participants" tab. Please change your name to be First name Last Name, Affiliation; so we can identify and engage each other better. Ex. "Tania Carlone (CBI, Facilitator)"

✓ **Bring a learning mindset** as we try out new technology to maximize engagement in this online setting!

Thank you!

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CATALYZING COLLABORATION

Intro to your attendee controls

Talking:

Meeting Topic: My Meeting
Host Name: Stephanie Horii
Password:
Numeric Password: 045239
(Telephone/Room systems)
Invitation URL: https://cbuilding.zoom.us/j/176134919?pwd=c3YwWGlNZ3NydWdVSXBVVjd4V

Copy URL

Participant ID: 138587

Join Audio
Computer Audio Connected

Share Screen

Invite Others

Participants (2)

P Participant (me) Unmute More ⌄
                            Rename
SH Stephanie Horii (Host)

Change your screen name to First name Last Name, Affiliation

Raise hand for questions/comments

🤚 rai...and   ✅ yes   ❌ no   ⏪ go...wer   ⏩ go...ster   ⋯ more

Invite   Unmute Me

⌄ Chat

Enter Participant ID if you are dialing in via phone

You are Mute or Unmuted

Turn your camera on or off

Chat box

Direct your chat to the Host

To: Stephanie Horii (Privately)

Type message here...

🎤 Unmute   ^   📹 Start Video   ^   👥 2 Participants   💬 Chat   ⬆ Share Screen   ⏺ Record   Leave Meeting

About CBI

CBI is a nonprofit organization with decades of experience helping leaders collaborate to solve complex problems.

Our staff are experts in facilitation, mediation, capacity building, citizen engagement, and organizational strategy and development.
We are committed to using our skills to build collaboration on today's most significant social, environmental, and economic challenges. We work within and across organizations, sectors, and stakeholder groups.

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