UWSP Zoom Security Update - April 2020

For Zoom meetings scheduled prior to 7:00 a.m. on Friday, April 3, Information Technology strongly recommends all Faculty, Staff, and Students to update their Zoom meetings to include a Waiting Room.

This feature will allow you to control which participants join your meetings and it will allow you to admit participants one at a time or to admit them all at once.

You can enable a Waiting Room for an existing meeting by doing the following:

- In a web browser, go to the UWSP Zoom portal at **https://uwsp.zoom.us**, click on the "**Sign in**" button and enter your UWSP username and password when prompted.

- In the left-hand column, click the "**Meetings**" link.

- Select the "**Topic**" of the meeting you want to update.

- In the bottom right-hand corner of the page that opens, click the "**Edit this Meeting**" button.

- In the "**Meeting Options**" section, put a check in the box next to "**Enable waiting room**"

- Click the "**Save**" button.

This change will take effect immediately and you do not need to notify meeting participants or update meeting invitations.

Using the Waiting Room feature

Use the '**Manage Participants'** button in a Zoom meeting to admit individuals one at a time or to admit them all to the meeting, or to send an individual to the waiting room.

For more details on using a Waiting Room, see the **Zoom KB article**.

UWSP's Information Technology department took additional steps to ensure secure classrooms:

1. "**Enable join before host**" was changed to "**off**" for all users. This means people that try to join a meeting before the host will see a pop-up dialog that says "The meeting is waiting for the host to join." Once the host joins the meeting, the other participants can be joined to the meeting.
2. **Passwords** for meetings were turned **on** for all meetings.
3. The default for **screen sharing** was changed from "All Participants" to "**Only Host**"

Center for Inclusive Teaching and Learning
University College
University of Wisconsin-Stevens Point

Revised April 3, 2020