



Zoom Settings & Security

Timothy Skidmore

Academic Technologist

Dine College

Learning Objectives

Your Zoom profile (adding a virtual background, personal meeting ID and personal meeting link)

Waiting rooms

Meeting registration

Passcode requirements

Authenticated users



Your Zoom profile (adding a virtual background, personal meeting ID and personal meeting link)

- Your Zoom profile allows you to update personal information, including your name, your pronouns (to appear after your last name), time zone, photo, virtual background, and more. You can also sync email addresses to your Zoom account and integrate Zoom into your online calendar. To edit profile information, select **Profile** from the left-hand navigation menu from the Zoom web portal.

Virtual Background

The virtual background feature allows you to display an image or video as your background during a Zoom meeting. It works best with a physical green screen and uniform lighting so Zoom can detect the difference between you and the background. Can be setup in web settings or during meeting

- There are no size requirements, but before uploading, crop the image to match the aspect ratio of your camera. (For example, if your camera is set to 16:9, an image of 1280x720 pixels or 1920x1080 pixels would work well.)
- If you're not sure about your camera's aspect ratio, use a background image with a minimum resolution of 1280x720 pixels.
- To take effect, you must sign out of the Zoom Desktop Client and sign back in.
- Can also be added during a meeting by clicking the arrow next to the video icon.

Personal meeting ID

- Personal meeting ID (PMI) and personal link are two ways to access your personal meeting room. Your personal meeting room is a virtual room that is permanently reserved for you. You can start it at any time or schedule it for future use. You can also schedule or start an instant meeting (not pre-scheduled) with your PMI.
- Your PMI is part of your personal meeting URL; for example, <https://zoom.us/j/555112222>. You can customize your 10-digit PMI.

Customizing your Personal Meeting ID

1. Sign into the Zoom web portal.
2. Click **Profile**.
3. Next to Personal Meeting ID, click **Edit**.
4. Enter a 10–digit ID.
5. Click the check box if you want to use your PMI for instant meetings.
6. Click **Save Changes**.



Personal Meeting ID Restrictions

- Start with digits 2–9 (cannot start with 0 or 1)
- Digits used as toll-free number prefixes are not allowed: 200, 300, 400, 500, 508, 600, 660, 700, 800, 803, 804, 807, 808, 809, 850, 855, 866, 877, 887, 888, 900
- Must not repeat 3-digit groups such as *247 247 247x* or *x247 247 247*
- Must not repeat 3-digit groups such as *222 444 777x* or *x222 444 777*
- Must not use the same eight digits such as *222 x22 222x*
- Must not use the same number consecutively five or more times such as *1111xxxxx*, *x1111xxxx*, *xx1111xxx*, *xxx1111xx*, *xxxx1111x*, *xxxxx1111*
- No sequential numbers such as *123456789x*
- Meeting IDs already in use are not allowed

Personal Meeting Link

A personal link is a customized URL associated with your personal meeting room that is 5–40 characters in length. It must start with a letter and must only contain letters, numbers and periods (.).

Your personal link must be unique to you but cannot contain a common name and must not be in use by another Zoom user. Note that your personal meeting ID, not a personal link, is used in a meeting invitation.

- Sign into the Zoom web portal.
- Click **Profile**.
- Select **Customize** (next to Personal Link).
- Enter the ID or desired personal link. It must start with a letter and contain only letters, numbers 0–9, and periods.
- Click **Save Changes**.

Waiting rooms

- A waiting room is a good idea for office hours, any meetings that will be held back-to-back in the same meeting room, or as a security measure.
- For very large classes, it can be cumbersome and time-consuming to send everyone into the waiting room and be admitted individually. Consider using waiting rooms for office hours or as needed rather than classes.





Admitting Participants from Meeting Rooms

- If the Waiting Room setting is enabled, participants will initially arrive in a virtual Waiting Room when they join the Zoom meeting and receive a notice that they are waiting to be admitted. In the meeting, a **notification** will pop up, alerting the host and any co-host(s) that participants are in the waiting room.
- Click **See Waiting Room** to see a list of everyone in the waiting room, or just click **Admit** to immediately let the individual participant in.
- From the waiting room list, you can click **Admit All** to allow many participants in at once.
- After admitting participants from the waiting room, you can send them back by hovering over their name in the participant list, clicking **More**, and selecting **Put in Waiting Room**.

Setting up Waiting Rooms

- Login to the Zoom web portal and click on settings on the left-hand side of the screen.
- Click the Waiting Room toggle switch on
- You can modify the settings of the waiting room to allow certain individuals in without having to wait. They would need a Dine College email address Zoom account.
- In settings Users not in your account. Without DC email Zoom account go directly into the waiting room

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of your whitelisted domains
- Users invited during the meeting by the host or co-hosts will bypass the waiting room
- Allow participants in the waiting room to reply to host and co-hosts

If the host and co-hosts are not present or if they lose connection during a meeting:

- Move participants to the waiting room if the host dropped unexpectedly

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Meeting Registration

- In general, most instructors will not need to enable registration for their Zoom meetings, although it is an available option when scheduling the meeting. Enabling registration requires participants to sign up before they can join.
- Learn more about registration pros and cons from [Zoom's support page](#)

Passcode requirements

- Setting a passcode for a Zoom meeting is an easy and effective security option to manage because Zoom automatically generates an **invitation link with an embedded passcode**. (The passcode embeds by default unless you have turned off that setting in your Zoom account.) Students simply click on the link from their instructor's desired location to enter the room.
- Any students or guests who join the meeting without the link must manually enter the passcode. Note that you must give this passcode to attendees prior to the meeting.
- You can enable the passcode while scheduling the meeting, or you can edit an existing meeting to add a passcode.
- You can also turn off this feature which forces everyone to enter the passcode

Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.




Authenticated users

- Unless you anticipate inviting guest speakers from outside of Dine College into your Zoom meetings, we **recommend that meetings are set to allow only authenticated users**. This means only users with Dine College affiliated email addresses may join the meeting.
- Students can create a free zoom account using their DC email and when signed into Zoom with DC email will be considered an authenticated user
- This will help prevent any unauthorized users into the meeting



Authenticated Users Continued

- Allowing only authenticated users to join a meeting can be enabled while scheduling the meeting, or you can edit an existing meeting to apply this setting. Under **Meeting Options**, check the box next to **Only authenticated users can join**.

Only authenticated users can join meetings 

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting. [Learn more](#)

Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) [Hide in the Selection](#)

Allow authentication exception [?](#)

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.
If Waiting Room is not enabled, phone dial-in only users will:

Be allowed to join the meeting

Be blocked from joining the meeting

End



Resources

- <https://canvas.northwestern.edu/courses/128383/modules>
- <https://support.zoom.us/hc/en-us>