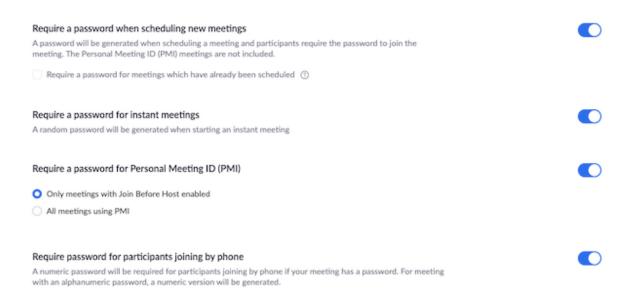
CERT-In advisory to host secure Zoom meetings while working from home

Many organizations have allowed its staff to work from home to stop the spread of coronavirus. These people are using online communication platforms such as Zoom, Microsoft's Teams, and Teams for Education, Slack, Cisco's WebEx for remote meetings and webinars. With a majority of employees using these platforms, it has become paramount to use these apps securely.

ZOOM is one among widely used go-to video conferencing platform. Cyber criminals are trying to exploit this platform to harvest sensitive information such as meeting details and conversations. The following measures will increase the security of your Zoom sessions and reduce security risks-

- 1. Keep your Zoom software patched and up-to-date.
- Always set strong and unique passwords (make your password at least eight characters long and use at least three of the following types of characters: lowercase letters, uppercase letters, numbers, symbols) for all meetings and webinars. This is especially recommended for any meetings where sensitive information may be discussed.



Password Default for Meeting and Webinar

3. Enable "Waiting Room" Feature so that call manager will have a better control over participants. All participants can join a virtual "Waiting Room" but they will be approved by call manager to be part of the actual meeting.

Waiting room





Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. (v.)

Choose which participants to place in the waiting room:

All participants

Guest participants only ②

 Allow internal participants to admit guests from the waiting room if the host is not present



Cancel

Customize the title, logo, and description

4. Disable Join Before Host Feature: The "Join Before Host" option let others to continue with a meeting in the absence of actual host, but with this option enabled, the first person who joins the meeting will automatically be made the host and will have full control over the meeting. Alternatively, "Scheduling Privilege" may be given to a trusted participant to host the meeting in the absence of an actual host.

Join before host

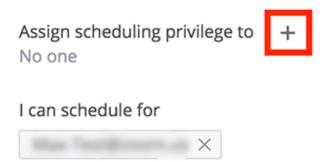


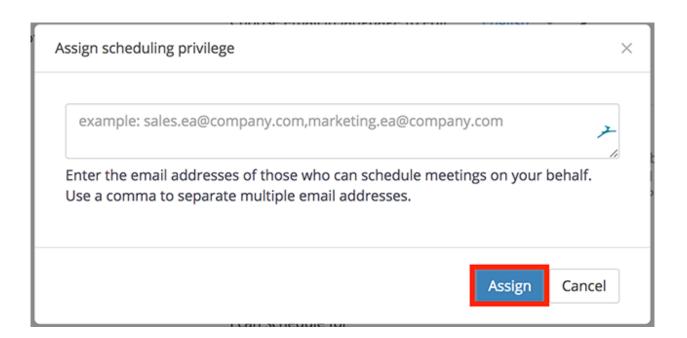


Allow participants to join the meeting before the host arrives

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

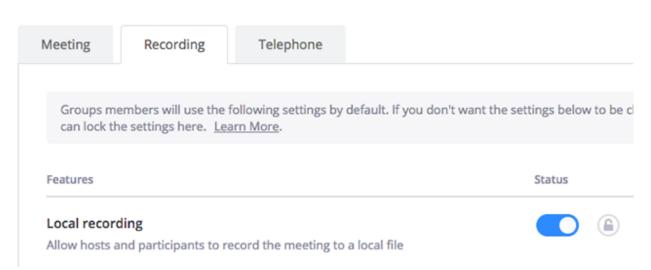




- 5. If not required restrict/disable file transfers.
- 6. From settings and controls, ensure removed participants are unable to rejoin meetings.
- 7. If not required one can limit Screen Sharing to the Host only.
- 8. Lock the meeting session once all your attendees have joined.

9. Restrict the call record feature "Allow Record" to trusted participants only.

Groups > Admin Group 1 > Settings



References:

- 1. https://blog.checkpoint.com/2020/03/26/whos-zooming-who-guidelines-on-how-to-use-zoom-safely/
- 2. https://it.cornell.edu/zoom/keep-zoom-meetings-private
- 3. https://www.inc.com/jason-aten/zoom-has-a-major-security-flaw-that-could-let-malicious-websites-literally-spy-on-you.html
- 4. https://www.foxbusiness.com/technology/securely-host-zoom-meeting
- 5. https://www.forbes.com/sites/zakdoffman/2020/01/28/new-zoom-roulette-security -warning-your-video-calls-at-risk-from-hackers-heres-what-you-do/#591e905d7343