

UNC Epidemiology IT Support: Zoom Security Settings

These instructions guide you through two different ways of securing your Zoom sessions:

Option A:

This option is best for sessions with UNC (Onyen) participants. Guests (non-Onyen participants) will be held in a waiting room until you admit them into the meeting, which may be inconvenient if there are several guests.

- 1) Only authenticated users can join: Enable this feature in your [Zoom settings](#). Then, you will have the option of selecting “Only authenticated users can join: UNC Only” when scheduling a meeting. Participants calling in by phone will not be prompted to authenticate, so you should also enable “Waiting Room, Guest Participants Only” (see below).
- 2) Enable a waiting room: [Enable a waiting room](#) for “Guest participants only” in your [Zoom settings](#). Then, you will have the option of selecting “Enable waiting room” when scheduling a meeting. All authenticated users will directly enter the meeting and guests (non-Onyen attendees) will be placed in the waiting room until you [admit them into the meeting](#).

Option B:

This option is best for meetings with a large number of guests (non-Onyen) participants; however, this option is less secure if an attendee shares the password with uninvited guests.

- 1) Require password for participants joining by phone: Enable this feature in your [Zoom settings](#).
- 2) Require meeting password: When scheduling meetings, [require a meeting password](#).