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.