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# Zoom Guide

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Recently there have been a number of media articles questioning the security of the Zoom platform given its explosive growth due to the COVID-19 pandemic.

The Government Communications Security Bureau (GCSB) has given us instructions for using Zoom. This applies for all meetings using Zoom, such as patient meetings or team meetings.

This guide covers how Zoom is to be used.

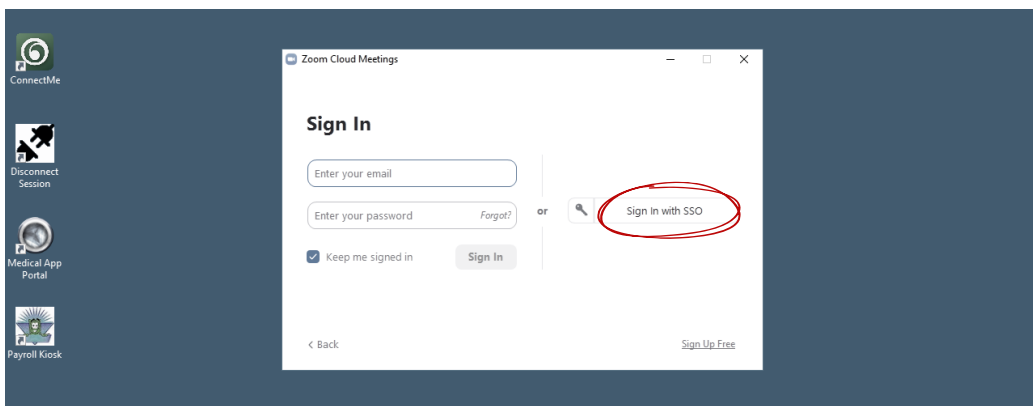
## Attending a Zoom Meeting

1. Use the Zoom desktop application, when logged in to Citrix, as your first preference and avoid using the Zoom smartphone app if possible. Preference for you to use is listed below:

Preference	
1	Zoom desktop application in your workstation or via Citrix
2	Zoom mobile app

2. You must be signed into your Zoom account before you join any meetings. If you are joining a meeting with other agencies or DHB's you should ensure that add to your name your DHB's acronym, for example **John Smith [CCDHB]**.
3. Look for the option to use Single Sign On (SSO) to log into Zoom. Click on **Sign In with SSO** as shown in the picture below.

If there is no SSO option sign in with your Zoom account (created with your DHB email address) and password.



# Hosting a Meeting Using Zoom

## Setting up a meeting

**Schedule meeting**  
Eric Yee [CCDHB]'s Zoom Meeting

Start:  11

Duration:

Recurring meeting Time Zone: Auckland, Wellington

**Meeting ID**  
 Generate Automatically  Personal Meeting ID 350-298-7017

**Password**  
 Require meeting password

**Video**  
Host:  On  Off Participants:  On  Off

**Audio**  
 Telephone  Computer Audio  Telephone and Computer Audio  
Dial in from New Zealand

**Calendar**  
 Outlook  Google Calendar  Other

**Advanced Options** ^  
 Enable waiting room  
 Enable join before host  
 Mute participants on entry  
 Only authenticated users can join: Sign in to Zoom

Alternative hosts:

Generate a random meeting ID – don't use your personal meeting ID. This means that people will not be able join the meeting they have not been invited to.

Set a meeting password and send separately to the meeting invitation, preferably via a different medium – such as SMS.  
Note: Set the meeting password to only digits as people joining from a phone will need to key in this password.

Enable the waiting room feature

Disable the **join before host** feature if it is not already disabled

Only send the meeting invite to required people

Only allow signed-in users to join the meeting. You can do this when creating a meeting by checking the **Only authenticated users can join: Sign in to Zoom** option.

## Once the meeting has started

When you start to host a meeting:

1. Check who is on the meeting before sensitive information is discussed
2. Only accept/open attachments you are expecting from call recipients
3. Only allow remote control of the screen sharing session from a call recipient you know and trust.
4. Lock the session when everyone you were expecting to join the meeting has joined as shown in the picture below:

