

Top Five Security Recommendations for Zoom

Follow these security recommendations regardless of the Zoom settings you enable or disable:

1. **DON'T use your Personal Meeting ID (PMI) for public events.** Your PMI is essentially one continuous meeting. Once people know the ID number, they can join the meeting at any time. Note: If you DO use your Personal Meeting ID, be sure to change your passcode for each session using these instructions.
2. **NEVER share your Zoom meeting links on publicly accessible forums or syllabi.** Instead, share link details through cuLearn so only enrolled students can access the virtual classroom. Note: By default, new meetings are assigned a random passcode. To choose your own passcode, follow the steps outlined in Zoom's help centre here.
3. **NEVER use the same password for your Zoom meetings,** even if you are scheduling a recurring meeting for a class. You can further protect your Zoom sessions by only sharing the password shortly before a class session.
4. **AVOID publicly posting images of private and virtual class meetings** on social media or elsewhere online. This is important to protect the privacy of students, staff, and faculty.
5. **DON'T share sensitive or confidential information on Zoom.** As a standard practice, Zoom data mines all information provided on their service. There are reports that Zoom is capturing the browser 'tabs' that are open at the same time as Zoom. To avoid having Zoom gather this information, open Zoom in a private/incognito browser and avoid opening any additional tabs within that browser.

It's important to know that when using Zoom:

- Any information or files shared through Zoom may not be secure or confidential.
- Participants may be able to join Zoom meetings without the host's permission and/or using a false identity.
- Instructors and Carleton University cannot control any objectionable or offensive content shared by meeting participants.
- Zoom meetings, including lectures and classroom discussions, might be recorded without the instructor or other participants being aware (using screen capture and/or external recording devices).
 - NOTE: Carleton University's policy prohibits students from recording class sessions and distributing any class recordings. Instructors may choose to record synchronous remote class sessions but must follow [these guidelines](#) set out by Carleton.