

## UofSC Linguistics Program Zoom Meetings: A guide for hosts

### Purpose

This guide explains the security protocols in place for the Linguistics Program's Zoom account and a simple how-to guide for meeting hosts.

### Security Protocols

Based on both general principles of internet security and Zoom's recommended best practices to maintain personal and organizational security, the following security features in Zoom are set for UofSC's Linguistics Program's Zoom account:

#### Join before host: disabled

This prevents people from joining the meeting before the host is signed in, thus eliminating unauthorized people from entering the meeting.

#### Create waiting room for attendees: Enabled

This requires the host to allow people into the meeting, so that the host knows who is attending. This prevents not only non-program members from access to the meeting, but also program members who are not invited to the meeting. This helps preserve adherence to both legal and program requirements, such as FERPA.

#### Use E2E encryption: Enabled

This encrypts the information passed between members of a meeting. It prevents anyone but the host from recording the meeting. This helps ensure the privacy and integrity of both the Program's and the attendee's personal data.

#### Require passwords to join rooms: Enabled

This requires members to use the Zoom-generated password to enter the meeting room, including waiting area. If an attendee uses the pre-generated link in the meeting invitation, they do not have to type in the password. Also, the password for meetings is included in the meeting invite. This helps prevent unauthorized persons from entering the meeting.

#### Allow login from Google or Facebook: Disabled

This disallows logins from Google and Facebook, which are where the majority of 'attacks' come from. This helps reduce the potential of attacks such as data retrieval, identity theft, harassment, and 'bombing'.

#### Allow Local Recording: Disabled

This disallows the recording of videos, except by the host. This reduces the risk of information being obtained by unauthorized users.

### **Warning:**

Private chat messages between individual attendees are recorded if the host chooses to allow it and made available to anyone with access to the recorded session.

There are additional features which have been enabled or disabled for security purposes which are not relevant to the duties of a meeting host. Please contact the [UofSC Linguistics Program's Webmaster](#) for more information.

### How-to Guide

#### Scheduling:

If you want to host a zoom meeting, please follow the instructions [here](#).

Your request, if there is no conflict, will be added to the schedule and a meeting created for you.

You will receive an email confirmation once your meeting has been scheduled with invitation information.

Please allow 48 hours for your request to be processed.

Please read Zoom's guide on [hosting](#) prior the meeting.

Ten minutes before meeting start:

1. *Linguistics Program UofSC* (the Zoom primary account) will log in to the meeting at least ten minutes prior to the meeting's start time.

Start of meeting:

1. Login to Zoom (you are placed in the waiting room, as discussed above)
2. Wait for *Linguistics Program UofSC* to admit you to the meeting and assign you as host.  
Once you are a host, you are then responsible for the security of the meeting.  
Being host assigns all functionality needed to control members.
3. *Linguistics Program UofSC* will then log out of the meeting.
4. Admit authorized attendees from the waiting room.

End of Meeting

1. Click "leave meeting" once all attendees have left
2. Log out of Zoom

Additional Guidance

For questions on using Zoom, please refer to Zoom's [Help Center](#)

For questions regarding Zoom or Program security, please email the [Webmaster](#).