

Recommendations for all Troop 497 Zoom Meetings

Recommendations for Increased Security and Efficiency

15 April 2020

Security Problems

- “Zoombombing” - FBI issued news release to warn people of the threat
- The FBI received "multiple reports" of video conference calls being interrupted by "pornographic and/or hate images and threatening language," the agency said in its release.
- Restricting access to our meetings to only Troop 497 & guests

Restricted Meeting Access Methods

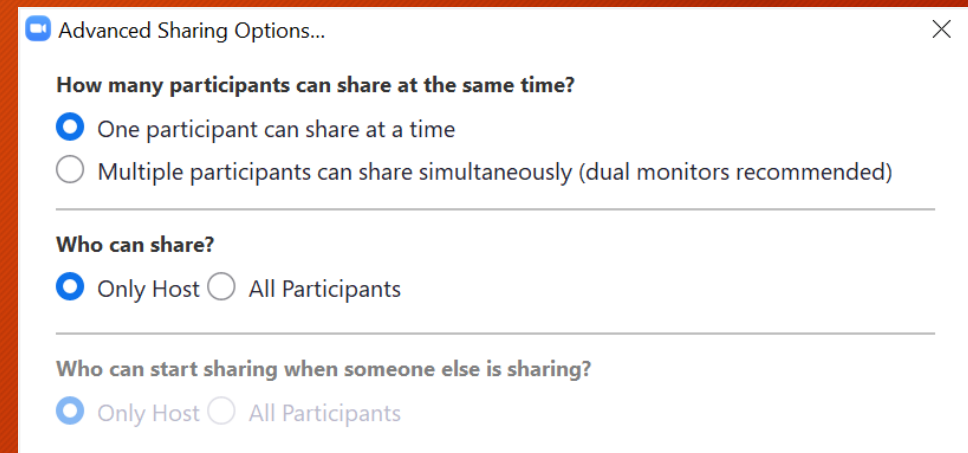
- Password protect every meeting
 - Difficult to distribute passwords. Not everyone is on email, e.g., most Scouts are not - their parents are, and not everyone is on twitter, again mostly parents.
 - Passwords need to change to be secure
- Waiting room - **USE THIS FOR ALL TROOP 497 MEETINGS**
 - Meeting does not start until Host joins.
 - Host and co-hosts admit only recognized people into meeting.
 - Can allow multiple tries for people to provide full names
 - Requires more assistance in meeting
 - Accessed from Manage Participants option by host and co-hosts

Random vs. Personal Meeting IDs

- Use Meeting IDs - **USE THIS FOR ALL TROOP 497 MEETINGS**
 - These can be assigned when scheduling each meeting by selecting to generate them automatically
 - Feature can be locked
 - For reoccurring meetings the same ID is used for more than one meeting. Investigating if this is a concern.
- Don't use Personal Meeting IDs
 - Avoid using your Personal Meeting ID (PMI) to host public events. Your PMI is basically one continuous meeting and you don't want uninvited guests crashing your personal virtual space.
 - Use ONLY IF you can communicate a fresh password for each private meeting.

Screen sharing changes

- Set sharing options before meeting starts to settings shown in top screen
- Start with Only Host - shown on top right
- Change to All Participants just before asking another participant to share - make sure “Only Host” is selected for last option
- Host should have screen sharing window open and ready to take back sharing immediately if necessary
- When participant sharing is done, take sharing back and then change option back to Only Host before stopping sharing.



Advanced Sharing Options... ✕

How many participants can share at the same time?

One participant can share at a time

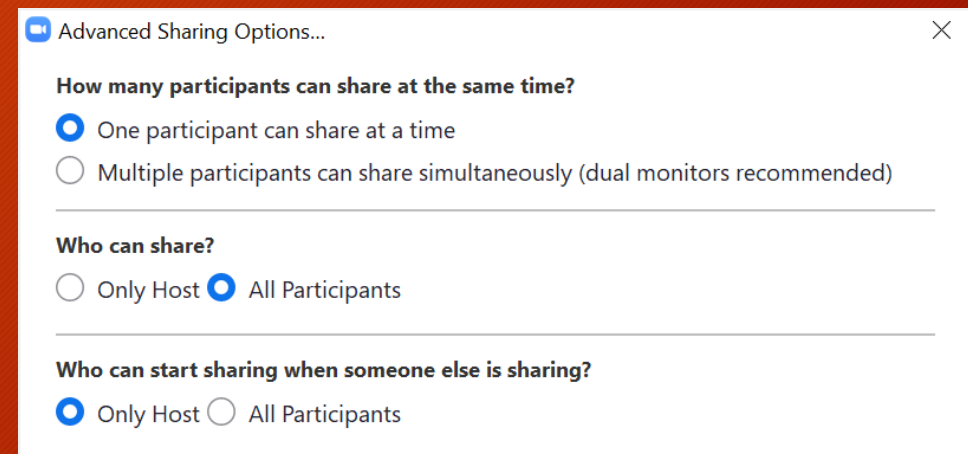
Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

Only Host All Participants

Who can start sharing when someone else is sharing?

Only Host All Participants



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Muting Participants

- Hosts can mute all current and new participants at once
- Option to allow participants to unmute themselves when muting all participants.
 - Remove option if meeting gets out of control and force participants to communicate via chat.
 - Designate a co-host, not the presenter, to respond to chats

Annotation

- You can allow all participants to annotate or you can allow only the sharer to annotate.
- Select ... on the sharing bar and select your choice.

Breakout Rooms, how they do or don't work

- Can create rooms when scheduling a meeting
- Can pre-assign people to rooms ONLY if they have a Zoom account associated with the email address used to join the meeting. Host, not co-hosts, can automatically and randomly assign participants to rooms or manually assign them
- Can use the rooms more than once during a meeting

Breakout Room - our use, part 1

- Automatically - when we just want smaller groups and don't care who is in them
 - Define the room names (when scheduling meeting if possible)
 - When starting rooms choose option for people to move automatically
 - Once in the rooms, have Seniors check if there is more than one senior in the room. If there is, then they agree which Seniors should return to the main session to be reassigned manually to another room.

- Move all participants into breakout rooms automatically
- Allow participants to return to the main session at any time
- Breakout rooms close automatically after: minutes
- Notify me when the time is up
- Countdown after closing breakout room
 - Set countdown timer: seconds

Breakout Room - our use, part 2

- Manually - to breakout by Patrols
 - Use Patrol names for the room names (when scheduling meeting)
 - Pre-assign people to rooms - it will only work for email addresses that have a Zoom account. We should ask everyone to create a Zoom account associated with the email they will use for Scouting.
 - Don't breakout into rooms until at least 15 minutes into meeting to allow host time to setup rooms.
 - Manually assign remaining scouts to their patrol rooms (not a co-host capability) based on the pre-assign list.
 - When assigned and at the correct time in the meeting, open the rooms.
 - Before opening the rooms tell everyone that if they get assigned to the incorrect room they should leave the room and rejoin the main session so they can be reassigned to the correct room.