

To: All Town of Dryden Advisory Board Chairs/Zoom meeting hosts
From:
Re: RECOMMENDATIONS FOR INCREASING SECURITY IN ZOOM MEETINGS
Date:

- There's an active role for meeting hosts in reducing disruptions. Everyone needs familiarity with the security button functions.
- All town advisory board hosts should review these links:
 - <https://zoom.us/docs/doc/Securing%20Your%20Zoom%20Meetings.pdf>
 - [Zoom Security Features: Reduce the Odds of Zoombombing | IT@Cornell](#)
- Anyone hosting a meeting on behalf of the town needs to be familiar with using appropriate pre-meeting and in-meetings settings. For instance, if screen sharing, you must disable attendees from annotating so full control is maintained for writing on the screen.
- Waiting rooms must be used and we recommend not admitting anyone without a full name displayed. And disable participants from renaming themselves while in a meeting.
- Options for muting all participants and removing undesirable guests need to be understood and used.