How can WebEx and Zoom hosts help secure meetings?

Tell Me

By selecting the appropriate security settings, WebEx and Zoom hosts can help protect meetings from unwelcome guests, audio, and video.

### WebEx Settings

1. When scheduling your WebEx meeting, set a strong **password** that you will share with invited participants.

    - **Meeting password**
      - Password requirement:
        - **Must Contain**:
          - At least 4 characters
        - **Must Not Contain**:
          - Easy-to-guess keywords, such as your company name, username, or meeting topic
          - Spaces or unsupported special characters, such as `,`, `;`, `/`, `<`, `>`, `[`, `]`, and `-`

2. During a WebEx meeting, you can click on a participant’s name and adjust settings in the **Participant** menu:
   - **Choose Mute All.**
   - **Choose Mute on Entry.**
   - **Uncheck Anyone Can Share.**
   - **Choose Expel.**

3. Once all participants are present, click the **Meeting** menu and choose **Lock Meeting.**

### Zoom Settings

1. When scheduling your Zoom meeting:
   - **Check require meeting password** and create a strong password that you will share with invited participants.
   - **Choose Video > Participant > Off.**
   - **Under Advanced Options, choose Mute participants on entry.**

2. During a Zoom meeting:
   - **Click Manage Participants.**
   - **Select Mute Participants on Entry.**
   - **Deselect Allow Participants to Unmute Themselves.**

3. Once all participants are present, choose **Lock Meeting.**
4. To remove a participant, click More beside their name and choose Remove.

Related FAQs

- What technology changes have happened because of COVID-19 and the move to online learning?
- What are companies & organizations are doing to help students learn, faculty teach remotely and staff work remotely?
- Why use WebEx vs. Google Meet for video conferencing?
- Which web conferencing or online chat tool is best for me?
- How do I turn on transcription or closed captioning in WebEx?