

Popular Online Meeting Software & Guideline to using Zoom

There are many available online meeting software available in the market such as (listed not in any order of popularity):

1. GoToMeeting
2. Microsoft Team
3. Webex
4. Lark
5. Google Meet (a new version to Google Hangouts)
6. Zoom (Rotary has collaboration with ZOOM that entitles Rotarians to 20% discount by entering the promotional code 'ZoomRotary').

Notice to Zoom users:

As of end of March 2020, there were incidences of security breach for users using Zoom software. Since then, Zoom had released updates to the software.

If you are using Zoom, please ensure that you follow the guidelines below to help protect unauthorised 'intruders' into the online meeting:

1. Make sure that your device operating software (OS) such as Windows, Android, iOS have the latest updates applied. This includes updating your antivirus software.
2. Download and apply the latest Zoom software updates.
3. If you are hosting a meeting, please get Zoom to Generate Automatically the Zoom Meeting ID.
4. Password-protect every meeting that you host and only give the password to those that you invite.
5. Create a 'Waiting Room' and you only 'admit' those that you recognise. Note that some users may not have set their device name with their name. Therefore you are unable to recognise them. You will have to contact them privately to ascertain that they are whom you have invited. DO NOT 'admit' people whom you do not recognise.

Popular Online Meeting Software & Guideline to using Zoom

6. Only the Host should share the screen of the computer. So don't forget to include this in the 'Setting'.
7. Create an Invite-Only Meeting. This means that only people who can join the call are those you invited and they must sign-in using the same email address you used to invite them.
8. Lock a Meeting once it started. While the meeting is running, navigate to the bottom of the screen and click 'Manage Participants'. The Participants panel will open. At the bottom, choose More > Lock Meeting.
9. Kick someone out or put them on hold. During the call, go to the participants pane on the right. Hover over the name of the person you want to boot and when options appear, choose 'Remove'. This is to kick out people who tried to join the meeting without invitation.
10. Disable someone's camera. If a participant is being rude or inappropriate on video, the host can open the Participants panel and click on the 'Video Camera' icon next to the person's name to close the video of that participant.
11. Prevent animated GIFs and other files in the chat. In the chat area of a Zoom meeting, participants can share files including images and animated GIFs if you let them.
12. Disable private chat. Open 'Setting' in the Zoom web app (if it is not in the desktop app). On the left side, go to Personal>Settings. Then click 'In Meeting (Basic)'. Scroll until you see 'Private Chat'. When the button is grey, it is disabled.
13. Be alert for phishing attacks by not clicking unrecognised links and attachments in the chat function.
14. Disable meeting recording and do not share sensitive info.

END OF DOCUMENT