

UF Zoom One-Security Option

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Introduction

Zoom has provided a new administrative control to better secure different types of Zoom meetings called **One-Security**. This feature enforces that **all Zoom meetings are secured** with either a Waiting Room, a passcode, or that only authenticated individuals can join. If none of the three options are enabled by the user for a meeting, the **Waiting Room** will be activated by **default**.

There are three different **types of Zoom meetings**:

1. **Scheduled**: Via the client 'Scheduled' featured or using the Outlook Add-On.
2. **Instant**: By selecting 'New Meeting' in the client, a new meeting with a random Meeting Id is immediately started.
3. **PMI** (Personal Meeting ID): Utilizes the same persistent Meeting ID (and URL) to meet in a 'personal' space.

UF Meeting Settings (see next page for reference)

- **All Zoom scheduled** meetings currently **require a passcode** by default.
 - Consequently, the One-Security setting only impacts instant meetings and PMIs (Personal Meeting IDs).
 - It was decided that the above setting would be enabled, but **not locked**, which allows individual users to disable it at their discretion if needed.
- Zoom also provides **individual controls** to require **passcodes** for **Instant and PMI** meetings. These are not enabled by default, but users can optionally enable them.
- Note that users can also choose enable the One-Security feature in their personal settings at this time.

Recommendation

The recommendation is to **enable the One-Security starting on 1/1/22**, while using the Fall '21 session to **communicate** and encourage the use of the aforementioned features to secure their instant and PMI meetings prior to 1/1/21. It is also recommended that the setting is **not locked**, thus allowing individuals to disable it if needed.

Enabling the One-Security feature provides the most flexibility to users, yet establishes a reasonable baseline layer of protection against Zoom sessions being hi-jacked or intruded on. This also helps protect University contracted resources from being used without consent.

Reference: UF Meeting Security Settings

Security

Require that all meetings are secured with one security option



Require that all meetings are secured with one of the following security options: a passcode, Waiting Room, or "Only authenticated users can join meetings". If no security option is enabled, Zoom will secure all meetings with Waiting Room. [Learn more](#)

Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)

Require a passcode when scheduling new meetings



A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for meetings which have already been scheduled

Room Meeting ID Passcode



All Room Meeting ID meetings that users can join via client, or room systems will be passcode-protected.

Require a passcode for instant meetings



A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)

