



R. Ed Hancock  
Executive Pastor

April 8, 2020

Staff,

Recently there have been articles concerning the security of Zoom meetings. Those concerns relate to the opportunity for uninvited guests to attend a Zoom meeting. While Zoom is not recommended for meetings that involve the transmission of secure data and the discussion of sensitive material, use for Bible study and Sunday School meetings should not present a problem.

Below are some basic security precautions users can implement to protect Zoom meetings. I ask that you forward these to Sunday School teachers and lay leaders currently using Zoom. Sunday School classes also have the option of using different technology for meeting and we are here to assist in any way. If there are any questions, please direct them to me by email at ehancock@fbcforney.org.

There are some easy settings you can change before your Zoom meeting begins that will allow you to reduce the likelihood of intrusion by uninvited guests, and generally bolster your privacy overall.

1. Don't use your Personal Meeting ID for the meeting. Instead, use a per-meeting ID, exclusive to a single meeting. Zoom's support page offers a video walk-through on how to generate a random meeting ID for extra security.
2. Disable other options, including the ability for others to **Join Before Host** (it should be disabled by default, but check to be sure -- see below). Then disable screen-sharing for nonhosts, and also the remote control function. Finally, disable all file transferring, annotations and the autosave feature for chats.

To disable most of these features, click on the gear-shaped **Settings** icon on the upper-right side of the page after you've logged in. From there, you'll see the option to turn off most of the listed features.

Disabling screen-sharing is a bit different, but just as easy. Go to the host controls at the bottom of your screen, and you'll see an arrow next to **Share Screen**. Click the arrow, then click **Advanced Sharing Options**. Go to **Who can share?** Click **Only Host**, then close the window.

3. Once the meeting begins and everyone is in, lock the meeting to outsiders and assign at least two meeting co-hosts. The co-hosts will be able to help control the situation in case anyone bypasses your efforts and gets into the meeting.

To deputize your co-hosts, go to the same **Settings** icon, then to the **Meetings** tab. Scroll down to **Co-host** and make sure it is enabled. If Zoom asks you for verification, click **Turn On**.

Thank you for all that you do. We are all learning as we navigate through this unprecedented time in the life of our church. Always feel free to reach out with concerns, suggestions, and questions.

Serving Him together,

A handwritten signature in black ink, appearing to read "R. Ed Hancock", with a stylized flourish extending to the right.

R. Ed Hancock  
Executive Pastor