

Zoom is the new normal for nearly all business in the world. As we at WVU School of Dentistry utilize a version of HIPAA compliant Zoom we are less at risk; however, because of Zoom's incredibly convenient interface, it has become the focus of those looking to exploit security flaws.

As a means of protecting our conversations going forward, a few steps have been taken in the past few days to improve the security of our communications.

Many of you already have a WVU SOD Zoom account tied to your HSC email account. This was configured behind the scenes. However, if you have not already done so, we would ask that ALL users DOWNLOAD the zoom application by navigating to: wvumdtv.zoom.us/download and download the Zoom Client for Meetings.

Zoom Client for Meetings

The web browser client will download automatically when you start or join your first Zoom meeting, and is also available for manual download [here](#).



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Going forward we would prefer to NOT allow users to call in for the ZOOM meetings and would prefer that all users utilize the downloaded version of the application instead of the web-based version. This will allow us to moderate who is attempting to access our private conversations and ensure that we are not letting in those who shouldn't be there.

While many of these features should be activated and set automatically, please ensure, when scheduling meetings going forward, that the following features are included in your scheduling process.

1. **Include a Password** to protect the meeting.
2. **Set the audio to computer only** unless you have spoken to and cleared the use of a phone ahead of time.
3. **Enable the Waiting Room** so that you can determine who to admit to the meeting
4. **Set the meeting to Record Automatically in the Cloud** so that those unable to attend can view it later and to ensure the meeting can be reviewed if necessary.

I have included a view of the scheduling interface to assist with these settings.

Schedule meeting



Topic

Example of a good zoom configuration

Start: Sat April 4, 2020

07:30 AM

Duration: 4 hours

0 minute

Recurring meeting

Time Zone: Eastern Time (US and Canada)

Meeting ID

Generate Automatically

Personal Meeting ID 752-572-8716

Password

Require meeting password 021628

Video

Host: On Off

Participants: On Off

Audio

Telephone

Computer Audio

Telephone and Computer Audio

Calendar

Outlook

Google Calendar

Other Calendars

Advanced Options ^

Enable waiting room

Enable join before host

Mute participants on entry

Only authenticated users can join: Sign in to Zoom

Automatically record meeting

Locally In the cloud

Schedule

Cancel

As always, if you need assistance during any stage of this process, please reach out to the IT team and we will be more than happy to assist you.

We appreciate your help as we work together to figure out everything moving forward.