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Zoom Meeting Security: How-to

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We are aware that Zoom is rolling out changes to its interface that may affect some of our directions. We are working on updating these pages, but in the meantime you can visit [Zoom's Release Announcement](#). Please reach out to [Wharton Computing](#) if you have any questions.

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For more details about the Information Security Office, [please visit our website!](#)

The best way to deal with disruptive behavior in a Zoom meeting is to prevent it from happening in the first place. This article details several ways to secure your Zoom meetings and how you can quickly deal with disruptions in an active Zoom meeting.

Before You Start

You will need:

- An [activated Penn Zoom Account](#).
- Have the [host or co-host](#) role in the Zoom meeting.

Penn Zoom Default Security Settings

The following security features have been set on your Penn Zoom account:

- Passcodes are required for all new meetings
- The host is the only person who can screen share
- **Shared screens may be annotated by all meeting members.**
- Participants who have been removed from the meeting will not be allowed to rejoin the meeting

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Recommended Security Features

If you need assistance configuring your Zoom settings, we **highly recommend** you reach out to your [Wharton Computing Representative](#).

- **Enable Waiting Room**

Set up a waiting room for every meeting. [Read More](#) 

- **Allow Authenticated Users Only**

Require participants to be logged in with their Zoom account before joining. [Read More](#) 

During Your Meeting


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Disruptions may still occur in a Zoom meeting in which you're the host (or co-host). There are a few Zoom tools that make it easy to deal with a disruptive participant quickly:


- **Remove Participant**

Remove disruptive attendees who will not be able to rejoin. [Read More](#) 

- **Lock Meeting**

Prevent new participants from joining once everyone is present. [Read More](#) 

- **Suspend All Activities**

This turns off cameras, microphones, screen sharing, and chat, giving you time to assess and remove disruptive individuals. [Read More](#) 

After Your Meeting

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If any of your Zoom meetings are disrupted besides using the features above, report the incident to the Wharton Information Security Office (security@wharton.upenn.edu). They can engage additional resources, if needed, and offer any help you may require.

Questions?

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Contact your [Wharton Computing Representative](#) or the [Wharton Information Security Office](#) for more information.
