Here are some tips for making your zoom call more secure. While ECE has had successful defenses via Zoom so far, we want to make sure you are equipped with tips in the case there is a lost connection or unwanted guests. Please read through to know how to best prepare your call and act in the moment, if needed. While taking these precautions makes the call more secure, there is no guarantee you won’t experience a lost connection or unwanted guests but this is the most you can do to prepare yourself and ensure a successful defense via Zoom.

**SETTING UP YOUR ZOOM CALL**

- See [here](#) for detailed instructions on using Zoom.
- To schedule the zoom call, open Zoom on your computer:
  - Hit “Schedule”
  - Name the meeting after your name
  - List the date and time - “April 26th at 11am - 5pm”
  - Meeting ID - “Generate automatically”
  - Password - Check “require meeting password” and an automated password will generate.
  - Video - Host is “On” and Participants is “On”
  - Audio - “Telephone and Computer Audio”
  - Calendar - Select whichever you use
  - Advanced Options
    - Check enable waiting room
    - Mute participants upon entry
    - Only authenticated users can join: Sign into Zoom
      - If all your participants are affiliated with UCSD, then check this box. They should have a Gmail account and will need to log-in using their UCSD account to get into the meeting.
      - If you have participants outside of UCSD, **DO NOT** check this box. If checked, they won’t be able to get into the meeting.
  - Automatically record meeting “in the cloud”
  - Alternative/co-host - you don’t need to have an alternative host if you know how to manage zoom during the call as you are

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presenting **and** if you are with a smaller group (less than 6 people). If you plan to have an audience of 6 or more, it might help to have an alternative host. Please discuss with your Chair/Advisor and see who might be the best person to have this role.

- Host and co-host do not have the same privileges. Only host can see chat messages; co-host cannot. Both should be able to admit participants into the meeting.
- In the case Zoom does not work or there is a severe connection issue for any or all participants, please plan a back-up video call. [Google Meets](https://meet.google.com) is a good alternative since all UCSD affiliated participants should have a Gmail.
  - You can also schedule a Google Meet using Google Calendar.
- Practice, practice, practice!
  - If you’re not familiar with Zoom, find a friend or colleague you can practice using Zoom with. Test the following:
    - Setting up a Zoom call with the settings described above
    - Sending the link info
    - Zoom Call you created
      - Screen sharing with your presentation up
      - Using the chat feature
      - Using the whiteboard

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Schedule Meeting

Topic

Stephanie

Date

4/26/2020 11:00 AM to 4/26/2020 5:00 PM

☐ Recurring meeting

Time Zone: Pacific Time (US and Canada)

Meeting ID

☐ Generate Automatically

☐ Personal Meeting ID 781-475-2519

Password

☐ Require meeting password 028592

Video

Host ☐ On ☐ Off

Participants ☐ On ☐ Off

Audio

☐ Telephone

☐ Computer Audio

☐ Telephone and Computer Audio

Dial in from United States Edit

Calendar

☐ iCal

☐ Google Calendar

☐ Outlook

☐ Other Calendars

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DEFENSE DAY (before the Defense)

- Ensure that you have STABLE and RELIABLE internet connection so that you are not disconnected from Zoom during the exam session. Additionally, your laptop needs the capacity to be on Zoom for the entire duration of the exam. Make sure that your computer is plugged in so that it does not die.
- Verify the list of participants in your waiting room and you can begin admitting them 5-10 minutes before your defense begins or when you are ready.

DEFENSE DAY (once the defense begins, please keep in mind)

- You’re set - when you’re ready, share your screen and present!
- Lost or poor connection
  - If at any point, you or one of your participants are dropped from the Zoom call or lose internet connection, please have them rejoin the link.
  - If a committee person lost connection and is unable to rejoin within 5 minutes, consider using Google Meets.
- In the case someone or people zoombomb, please do the following:
  1. Remain Calm
     a. Zoombombers invade meetings for fun - to see the reactions of participants even recording them online. So you want to remain calm and lead the group accordingly.
  2. Acknowledge and ask participants to stop their own video until further notice.

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a. You can say: It looks like there are unwanted guests in this meeting, please turn off your video.

3. Utilize Speaker View to identify Zoombomber(s).

4. Remove that Participant(s) from the Participant Box.
   a. Once the Zoombomber(s) is gone, please ask everyone to turn their video back on.
   b. Check in with each person and make sure they are okay. Give them a couple of minutes to take deep breaths.
   c. Then resume the presentation.
   d. Download the chat box so you can get record of the Zoombombers if they also invaded the chat.

5. If you are unable to remove the Zoombomber(s) from the Zoom meeting within a couple of minutes and it starts causing more disruption (if they are saying/showing/typing hurtful or inappropriate things), then please end the session, create a new zoom link with the same settings, and re-invite your participants.
   a. Check in with each person and make sure they are okay. Give them a couple of minutes to take deep breaths.
   b. Then resume the presentation and make a note of the time.