



Security Measures for Online Video Conferencing Experience via **zoom**

Read this flyer to understand the security measures taken by **HKIB as the Host** and **tips for Users** to enhance your online video conferencing experience via Zoom. Enjoy your HKIB activities safely and intelligently via Zoom!

Applications



Virtual classroom



CPD
seminars



CB & ECF
training classes



Meetings,
interviews,
etc.

Security Measures by HKIB (Host)



100% monitored by trained VTA*



Unique meeting ID and password



"Waiting Room" to manage access



Identity verification via phone call while participants at "Waiting Room"



Sharing screen to "Only Host" set



Prohibit participants from sharing files through "Chat"



Meetings are not recorded



Zoom's HK & USA servers selected



Business version of Zoom used

Security Tips for Users

(applicable for participants of HKIB events & activities including training classes, seminars, meetings, CPD activities, interviews, etc.)



Dos



Use the latest version of Zoom (4.6.11 @ Apr 2020)



Use unique meeting ID and password to login



Identify yourself, alert the Host when coming and going



Use headset for more privacy



Select quiet, private place to convene meeting



Don'ts



Don't share meeting ID and password



Don't share confidential information in meetings



Avoid login using Facebook



Avoid telephone access



Don't share device