D71 Technology Team

🛡️ ZOOM SECURITY CHEAT SHEET

District 71 Toastmasters | Keeping Our Members & Guests Safe

⚠️ THE RISK: HIDDEN RECORDINGS

We have confirmed that intruders are using **3rd party software** to record meetings without the usual Zoom "Recording" notification. These private recordings are being uploaded to the internet.

⚠️ THE RISK: MEETING DISRUPTION

We have had cases where non-Toastmasters have attended meetings and caused disruption, sometimes by sharing inappropriate material. This can be distressing for meeting attendees.

Your vigilance is the only defense.

🛑 EMERGENCY PROTOCOL: The "Stop & Block"

If an intruder disrupts the meeting or refuses to identify themselves:

DO NOT ENGAGE. DO NOT ARGUE. ACT IMMEDIATELY.

1. **CLICK "SECURITY"** Locate the Shield Icon 🛡️ in your bottom toolbar.
2. **SELECT "SUSPEND PARTICIPANT ACTIVITIES"** *This is the "Red Button." It immediately mutes all audio/video, stops screen sharing, stops recording, and locks the meeting.*
3. **REMOVE THE INTRUDER** Go back to the Participant list, find the name, and click **Remove**. *(Check the box "Report to Zoom" to ban their IP address).*
4. **UNLOCK & RESUME** Once clear, unmute your members and continue the meeting.

✅ PREVENTION CHECKLIST (Before Every Meeting)

- **[ ] Use the Waiting Room:** Never allow direct entry. Vetting is mandatory.
- **[ ] Registration Form:** Helps monitor attendees as genuine
- **[ ] Verify Names:** If you see "iPhone," "Zoom User," or "Connecting...", ask them to rename themselves *before admitting* them.
- **[ ] Assign a "Zoom Master":** The Toastmaster of the Day is too busy to watch security. Assign a specific Co-Host to watch the door.
- **[ ] Lock the Door:** Once the meeting starts and members have arrived:
    - *Click Security > Lock Meeting.*

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📝 REPORTING AN INCIDENT

If you experience an intrusion, or if you have **any questions** regarding these settings, please contact the **District 71 Technology Team** as soon as possible.

WEBSITE REPORTING:

1. Go to: **https://d71toastmasters.org/team/technology-team/**
2. Click **"Contact Technology Team"**

Please include the date of the meeting and the intruder's name (if known)