

MEMORANDUM To: Members of OA Foot Steps Fellowship
MEMORANDUM From : OA Foot Steps Security Committee
SUBJECT: **Temporary and Immediate Solutions to Zoom Intruders**
DATE: December 19, 2021

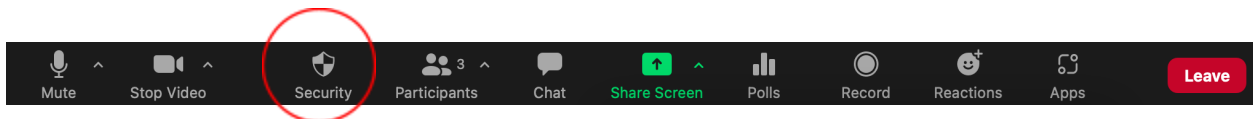
Dear OA Foot Steps Members,

While we are working on long term solutions to the zoom intruder situation, the purpose of this document is to outline how you can, in the short term, increase the security measures of your meeting.

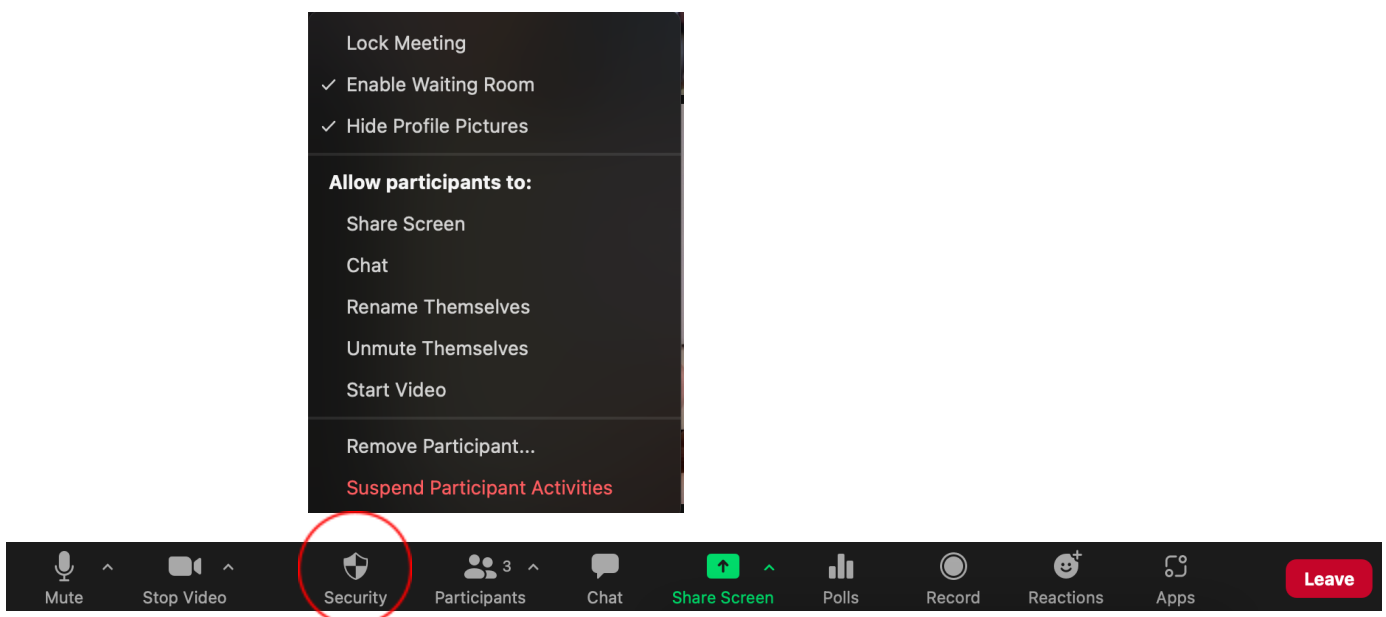
1. **The Problem:** Some groups are experiencing frequent and intense zoom intrusions. Please reference the Security Statement ([found on our website](#)) for a more in depth discussion of the issue.

2. **Temporary and Immediate Solutions:**

Please reference this image that shows what the zoom controls look like when you are logged in as a host and click on the “Security” button:



Below and on the next page, we show what we recommend as your initial posture. It would be a **voice-only** meeting to begin. As your meeting proceeds, you are welcome to adjust and adapt as you see fit (for example, turning the chat back on halfway through the meeting, allowing participants to start their videos, etc).



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To begin:

1. Claim Host
2. Click on the Security Shield
3. Enable Waiting Room
4. Hide Profile Pictures
5. Disable Screen Sharing
6. Disable Chat
7. Disable Rename Themselves
8. Disable Unmute Themselves
9. Disable Start Video

Recommended Service Positions

1. A Host
2. A co-host to operate the waiting room
(General wisdom is to let participants wait 30 seconds before admitting them and admit one person at a time if possible)
3. A co-host to mute and unmute
(When unmuting, try to hover over that participant's name and be ready to place them in the waiting room in case they cause a disruption)
4. When/if video is enabled, a co-host to watch videos in gallery view

3. Long Term Solutions Being Discussed:

We are meeting almost daily to explore solutions to make sure our meetings can continue to be places of vibrant sharing and strong recovery. Nothing is off the table. Options being examined are currently:

- Changing passwords
- Changing zoom room numbers
- Creating a "waiting zoom room" from which members would be directed securely to meeting rooms
- Secure a meeting with encryption
- Muting and unmuting protocols
- Create waiting rooms for attendees
- Require host to be present before meeting starts
- Remove a participant
- Suspend participant activities
- Lock a meeting
- Only allow individuals with a given email domain to join

