Annexure

CERT-In Advisory Note CIAD-2020-0010

Secure usage of Zoom video conferencing application

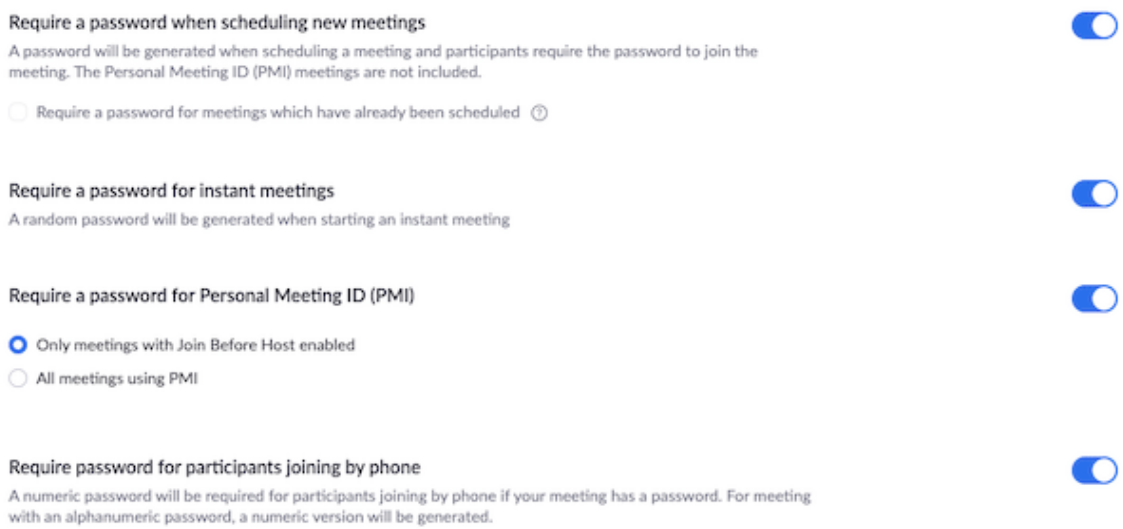
Original Issue Date: March 30, 2020

Description

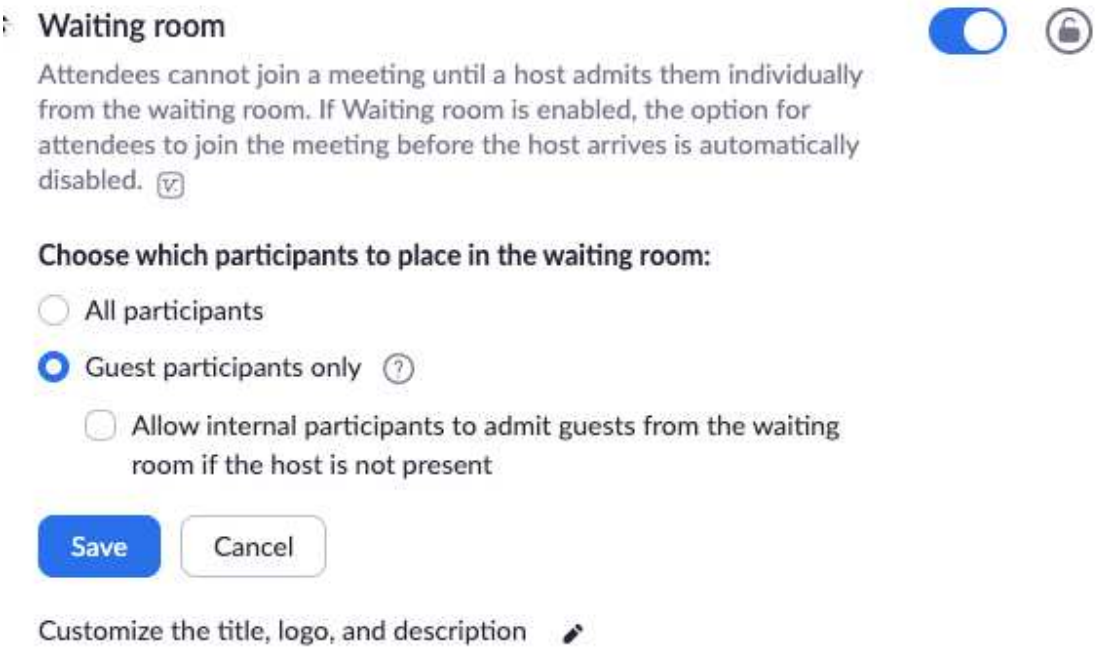
Many organizations have allowed its staff to work from home to stop the spread of Coronavirus disease (COVID-19). Online communication platforms such as Zoom, Microsoft Teams and Teams for Education, Slack, Cisco WebEx etc. are being used for remote meetings and webinars.

Zoom is a popular video conferencing platform. Insecure usage of the platform may allow cyber criminals to access sensitive information such as meeting details and conversations. Following measures are advised for increasing the security of Zoom meetings and reducing risks-

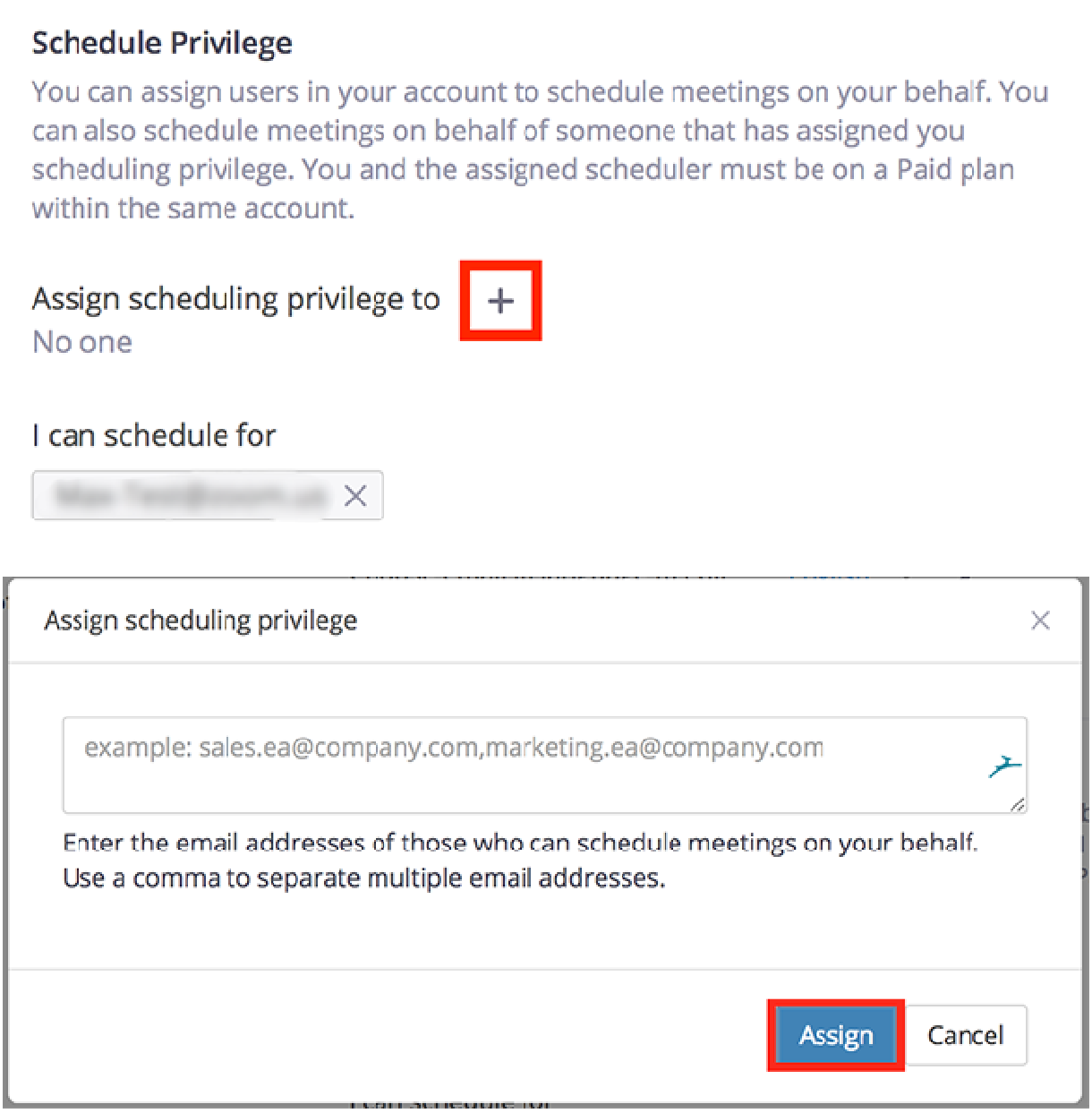
- Keep your Zoom software patched and up-to-date.
- Always set strong, difficult-to-guess and unique passwords (make your password at least eight characters long and use at least three of the following types of characters: lowercase letters, uppercase letters, numbers, symbols) for all meetings and webinars. This is especially recommended for any meetings where sensitive information may be discussed.



- Enable "Waiting Room" Feature so that the call manager will have a better control over participants. All participants can join a virtual "Waiting Room", but they will be approved by call manager to be part of the actual meeting.



- Disable Join Before Host Feature: The "Join Before Host" option lets others to continue with a meeting in the absence of an actual host, but with this option enabled, the first person who joins the meeting will automatically be made the host and will have full control over the meeting. Alternatively, "Scheduling Privilege" may be given to a trusted participant to host the meeting in the absence of an actual host.



- If not required, restrict/disable file transfers.
- From settings and controls, ensure removed participants are unable to rejoin meetings.
- If not required, limit Screen Sharing to the Host only.
- Lock the meeting session once all your attendees have joined.
- Restrict the call record feature "Allow Record" to trusted participants only.

References

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