How to Host Anonymous Meetings

Upgrading your Zoom Account

The default Zoom account when you login is 'Basic'. Basic accounts only allow you to host unlimited length meetings with 1 person, if your meeting has 3-300 people, it will be limited to 40 minutes.

To upgrade in order to host larger meetings, log in to your account and next to Zoom on the top left are a few headings including 'Plans & Pricing', click that.

You'll be taken to this page and you can click on the orange 'Buy Now' button under the 'Pro' plan and follow the prompts.

Zoom Meeting Plans for Your Business

Zoom for Education | Zoom for Telehealth | Zoom for Developers

Basic
Personal Meeting

Free

Sign up, It's Free

Host up to 100 participants ⓘ
Unlimited 1 to 1 meetings
40 mins limit on group meetings ⓘ
Unlimited number of meetings
Ticket Support

+ Video Conferencing Features
+ Web Conferencing Features
+ Group Collaboration Features
+ Security

Pro
Great for Small Teams

$14.99 /mo/host ⓘ

Buy Now

All Basic features +

Includes 100 participants
Need more participants? ⓘ

Meeting duration limit is 24 hrs

User management ⓘ

Admin feature controls ⓘ

Reporting ⓘ

Custom Personal Meeting ID

Assign scheduler ⓘ

1GB of MP4 or M4A cloud ⓘ
recording

REST API

Skype for Business (Lync) ⓘ
interoperability

+ Optional Add-on Plans

Business
Small & Med Businesses

$19.99 /mo/host ⓘ

* Starting at 10 hosts for $199.90/mo

Buy Now

All Pro features +

Includes 300 participants
Need more participants? ⓘ

Dedicated phone support

Admin dashboard ⓘ

Vanity URL ⓘ

Option for on-premise ⓘ
deployment

Managed domains ⓘ

Single sign-on ⓘ

Company branding ⓘ

Custom emails ⓘ

LTI integration ⓘ

Cloud Recording Transcripts ⓘ

+ Optional Add-on Plans

Enterprise
Large Enterprise-Ready

$19.99 /mo/host ⓘ

* Starting at 100 hosts for $1,999/mo

Contact Sales

All Business features +

Enterprise includes 500
participants
Enterprise Plus includes 1,000
participants
Unlimited Cloud Storage

Dedicated Customer Success
Manager

Executive Business Reviews ⓘ

Bundle discounts on Webinars
and Zoom Rooms

💬 Help

Waiting Room

Zoom has added the waiting room as a default security feature. This is an area that the participants go to before they are allowed to access the meeting. As the host, you must let these users in from the waiting room to the meeting. Click on the 'Participants' button at the bottom of your Zoom window.
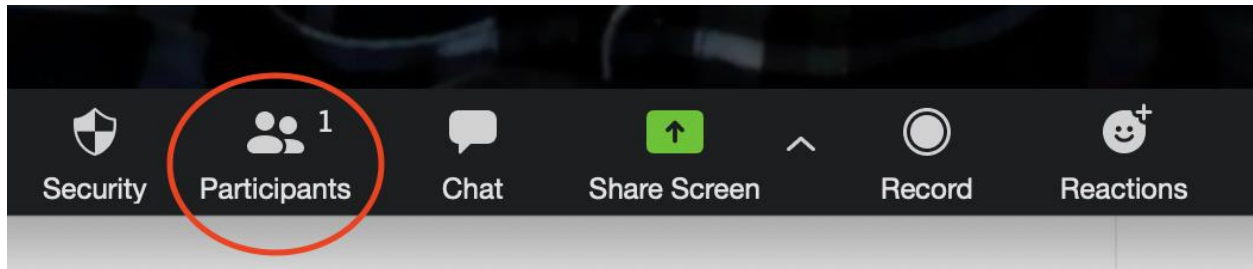
On the right side of the Zoom window, a 'Participants' section will appear and you will see those participants waiting in the waiting room. You can click 'Admit' to let them into the meeting or 'Remove' to disallow them from entering the meeting.

Participants (2)

1 Waiting   Message

Participant 333   Remove   Admit

Changing Default Settings

Thanks to our friends in the AA NY Intergroup we also have suggested setting and defaults you should adjust if you plan to Host a Meeting to further protect Participants anonymity.

PLEASE NOTE Some of these may have changed with the latest Zoom security upgrades.

******

There are many settings in the Meeting subtab that can also be adjusted, such as disallowing remote control of devices, file transfer, data sharing with Zoom, and screen sharing.

Here are some suggested settings for your meeting to use. Please note that most, if not all, of **the settings below are not the Zoom default**:
*Go to: Settings > Recording and click **off** the Local and Cloud recording features.*

In the Zoom Settings section, under the Meeting subtab:

- *Require Encryption for Third Party Endpoints*
- *Disable Auto saving chats*
- *Disable File transfer*
- *Disable Feedback to Zoom*
- *Disable Screen sharing*
- *Disable desktop/screen share for users*
- *Disable Remote control*

- *Allow Virtual background (this is the Zoom default and allows the user to use a virtual background instead of the inside of their apartment, for example)*

In the Zoom Settings section, under the Recording subtab:

- *Disable Local recording*
- *Disable Cloud recording*
- *Disable Automatic recording*

For additional information on Hosting Meetings - please refer to the Zoom Help page: https://support.zoom.us/hc/en-us/categories/201146643-Meetings-Webinars

For additional information on new security features and updates for Zoom please refer to the Hosting Document.

Zoom Security Updates

Directly From Zoom

"We wanted to reach out with a quick overview of our latest release, and highlight the number of **new enhancements** created specifically for ensuring the security and privacy of our product. For more information on these changes, please reference our **Release Notes**.

Security Toolbar Icon for Hosts

The meeting host will now have a **Security option** in their meeting controls, which exposes all of Zoom's existing in-meeting security controls in one place. This includes locking the meeting, enabling Waiting Room, and more. Users can also now enable Waiting Room in a meeting, even if the feature was not turned on before the start of the meeting. For more information, please visit this recently published **Blog**.

Invite Button on Meeting Client Toolbar

The button to invite others to join your Zoom meeting is now available at the bottom of the Participants panel.

Meeting ID No Longer Displayed

The meeting ID will no longer be displayed in the title bar of the Zoom meeting window. The meeting ID can be found by clicking on **Participants**, then **Invite** or by clicking on the info icon at the top left of the client window.

Remove Attendee Attention Tracking Feature

Zoom has removed the attendee attention tracker feature as part of our commitment to the security and privacy of our customers. For more background on this change and how we are pivoting during these unprecedented times, please see a note from our **CEO, Eric S. Yuan**.

Removal of the Facebook SDK in our iOS client

We have reconfigured the feature so that users will still be able to log in with Facebook via their browser.

File Transfers

The option to do third-party file transfers in Meeting and Chat was temporarily disabled. Local file transfer is available with our latest release. Third-party file transfers and clickable URLs in meeting chat will be added back in an upcoming release.

New Join Flow for the Web client

By default, users will now need to sign in to their Zoom account or create a Zoom account when joining a meeting or webinar with the Web client. This can be disabled by the Admin or the User from their settings page.

Join Before Host Emails Disabled

Notifications sent to the host via email when participants are waiting for the host to join the meeting have been disabled.

Setting to Allow Participants to Rename Themselves

Account admins and hosts can now disable the ability for participants to rename themselves in any meeting. This setting is available at the account, group, and user level in the Web portal.

Language for Directory and Company Directory

Domain contacts: The language in your Company directory and Directory has changed. 'Directory' is now referred to as 'Contacts', 'My Groups' has changed to 'My Contacts', and 'Company Directory' is now listed as 'All Contacts' in version 4.6.10.

Domain Contacts Visibility

For free Basic and single licensed Pro accounts with unmanaged domains, contacts in the same domain will no longer be visible. We've also removed the option to auto-populate your Contacts list with users from the same domain. If you would like to keep those contacts, you can add them as External Contacts.

Please be sure to **update** to our latest release to take advantage of these new features. We also highly encourage you to **register for our webinar** to get an overview of this latest release, and subscribe to our **Blog** for more information and resources in the days to come."

Ensuring the Safety of a Zoom Meeting

Each meeting's Host is responsible for the safety of their Zoom meeting. In some cases, the Host is also the Secretary who is conducting the meeting. This dual responsibility can be daunting, but in either case, the Host takes on the responsibility of maintaining a meeting which ensures each attendee's anonymity is protected and their vulnerability to unauthorized or abusive attendees is minimized. Here are some ways the Host/Secretary can do this:

- Advise all attendees to remove their last name from the name box. For new attendees, this may involve a few minutes of verbal instruction.
- Utilize the waiting room function for the meeting to screen entrants by name before they can enter the meeting.
- If unknown attendees are present, the Host can politely ask the attendee to identify themselves and turn on their video feed for verification of their identity.
- Remind attendees to remain muted unless speaking.

If there happens to be an attendee that refuses to identify themselves or is disruptive to the meeting, the Host may remove the attendee to the waiting room or exit them from the meeting by accessing their name on the Participants List.

Some meetings utilize a Password as well as a Meeting ID without sharing it on public postings to further minimize the chance of a disruptive intruder.

In the worst-case scenario, such as a hostile takeover of a Zoom meeting by multiple attendees, the Host may choose to end the meeting for all.

Shutting Down a Meeting in Case of an Intruder

Click 'End Meeting' in the bottom right corner of the Zoom window.
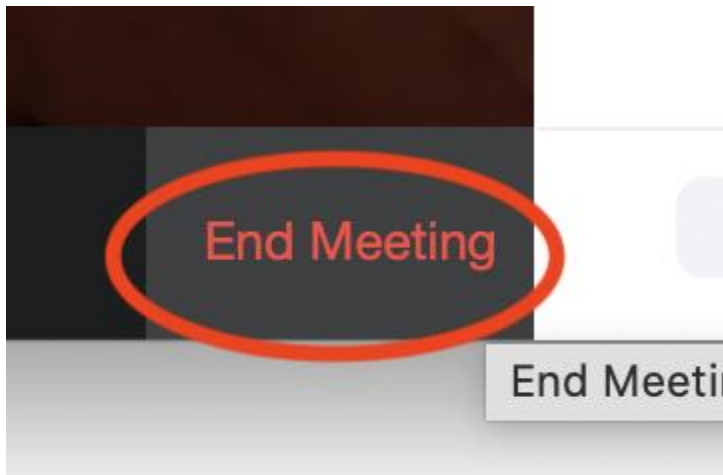
You may then be prompted if you want to leave the meeting OR to end the meeting for all, click on end the meeting for all participants.