UofSC Linguistics Program Zoom Meetings: A guide for hosts
Updated 10/24/2020

Purpose

This guide 1) explains the security protocols in place for the Linguistics Program's Zoom accounts and 2) provides a simple how-to guide for authorized hosts.

Security Protocols

No one but the Web Manager may make changes to the security protocols on the Programs' Zoom accounts.

Based on both general principles of internet security and Zoom's recommended best practices to maintain personal and organizational security, the following security features in Zoom are set for both of the UofSC's Linguistics Program's Zoom accounts:

Join before host: disabled

This prevents people from joining the meeting before the host is signed in, thus eliminating unauthorized people from entering the meeting.

Create waiting room for attendees: Enabled

This requires the host to allow people into the meeting, so that the host knows who is attending. This prevents not only non-program members from access to the meeting, but also program members who are not invited to the meeting. This helps preserve adherence to both legal and program requirements, such as FERPA.

Use E2E encryption: Enabled

This encrypts the information passed between members of a meeting. It prevents anyone but the host from recording the meeting. This helps ensure the privacy and integrity of both the Program's and the attendee's personal data.

Require passwords to join rooms: Enabled

This requires members to use the Zoom-generated password to enter the meeting room, including waiting area. If an attendee uses the pre-generated link in the meeting invitation, they do not have to type in the password. Also, the password for meetings is included in the meeting invite. This helps prevent unauthorized persons from entering the meeting.

Allow login from Google or Facebook: Disabled

This disallows logins from Google and Facebook, which are where the majority of 'attacks' come from. This helps reduce the potential of attacks such as data retrieval, identity theft, harassment, and 'bombing'.

Allow Local Recording: Disabled

This disallows the recording of videos, except by the host. This reduces the risk of information being obtained by unauthorized users.

> Private chat messages between individual attendees are recorded if the host chooses to allow it and made available to anyone with access to the recorded session.

There are additional features which have been enabled or disabled for security purposes which are not relevant to the duties of a meeting host. Please contact the UofSC Linguistics Program's Webmaster for more information.

Authorized Hosts

Current authorized hosts are:

    All core faculty
    GSLING co-presidents
    leaders/organizers of the reading groups
    Webmaster

Authorized hosts will be responsible for:

1. Scheduling the meeting (see "How To" below))
2. Starting and hosting the meeting
3. Decide whether a recording of the meeting is a necessity
4. Downloading and deleting the recording.

> **Any recordings that are not downloaded within 24 hours will be deleted.**

5. Keeping the login information safe

> **DO NOT let browsers save the passwords**
> **DO NOT share the login**
> **DO NOT make changes to any settings**
> **in the Zoom Accounts**

The Web Manager will be changing the passwords on a regular basis to keep our accounts secure. The authorized hosts of the account will receive notification when the passwords have been changed.

How-to Guide
Currently the Program has two accounts, designated 'LP' and 'MT". We expanded from one account to expand the ability for the Program to host online events.

Scheduling:
If you want to host a zoom meeting, please do the following:

1. Check the Zoom Calendar (which is now migrated to Outlook) and verify that there is an available time. If you do not currently have access to the calendar, please contact the Webmaster.
   Note: Each calendar entry is followed by either (LP) or (MT). This designates which Zoom account the meeting is scheduled in. As long there are not two meetings scheduled during the time, a meeting time should be available on one of the Zoom Accounts.

2. Submit your request to the Webmaster, including the following:

Day, Month and Date of event		Saturday, November 9
Time of the event	Example	9:00 am - 3:00 pm
Title of the event		GSLING Student Research Symposium (SRS)

Your request, if there is no conflict, will be added to the schedule and a meeting created for you.

You will receive an email confirmation once your meeting has been scheduled with invitation information and the login information.

Please allow 48 hours for your request to be processed.

Please read Zoom's guide on hosting prior the meeting.

Start of meeting:
1. Login to Zoom using provided login information.
2. Admit authorized attendees from the waiting room.

End of Meeting:
1. Click "leave meeting" once all attendees have left
2. Log out of Zoom
3. Download any videos that you have recorded and delete from the Zoom Account
Note: Videos take anywhere from 20 – 60 minutes to process after the end of the meeting.

Meeting Cancellation:
If you need to cancel the meeting, or decided to host a scheduled meeting on a non-Program zoom account, notify the Webmaster so that they can update both the Events page and scheduling calendar.

Additional Guidance
For questions on using Zoom, please refer to Zoom's Help Center
For questions regarding Zoom or Program security, please email the Webmaster.