

# What you can do to hold a meeting safely

## Zoom client

- Only download the zoom client from the official site: <https://zoom.us/download>.
- Always use the latest version of the [Zoom-Clients](#).

## Meeting ID

- Do NOT use your personal meeting ID, but create a new meeting.
- Do not share meeting IDs publicly.

## Conduct meeting

For Jade HS, Zoom is configured to set a password for meetings by default. (If using via Moodle, the password does not need to be provided).

- DO NOT allow the meeting to enter until the host is present.
- You can close meetings that are in progress.
- You can activate a „waiting room“. New participants can only enter the meeting after approval.
- Restrict the „Share Screen“ options: „Only Host“ and „One Participant“.

## \*\*Record Meeting

- Record meetings only when necessary.
- Inform participants before each recording and get their consent (automatically done by the system).

## End-to-end encryption

End-to-end encryption provides complete encryption of meeting content between users so that no third parties (including Zoom itself) can view the meetings.

End-to-end encryption is enabled and can be used by hosts. As this feature is currently limited in function, „advanced encryption“ is currently enabled, which stores encryption keys in the cloud.

When creating a meeting in the Zoom client („Schedule“), select the option „End-to-end encryption“.

*All users need Zoom client version 5.5.0 or higher (Windows/Linux/iOS/Android) or 5.4.6 (Mac OS):*  
[Client version](#).

When participating in the browser, end-to-end encryption cannot become active. When using end-to-end encryption, the following functions are not available:

- „Allow participation before host“ is not possible.
- no breakout rooms
- no voting
- no telephone dial-in or dial-in via SIP/H.323

Further information on end-to-end encryption at [Zoom](#).

## Verschlüsselung

Erweiterte Verschlüsselung ?  Durchgehende Verschlüsselung ?

Einige Funktionen werden beim Einsatz von End-to-End-Encryption deaktiviert, auch Cloud-Aufzeichnung und Telefon/SIP/H.323-Einwahl. ×  
[Mehr darüber](#)

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