

Safety

Zoom-Client

- Only download the zoom client from the [Official website](#).
- 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.

Hold a 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 people to enter the meeting before the host is present.
- You can close ongoing meetings.
- You can activate a “**Waiting room**”. New participants can only enter the meeting after approval.
- Restrict the “**Share Screen**” options (share screen): “**Only Host**” and “**One Participant**”.

Record meeting

- Only record meetings if it is necessary.
- Inform participants before each recording and obtain their consent (this is done automatically by the system).

End-to-end encryption

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

The option for end-to-end encryption is activated and can be used by hosts. As this function is currently still limited in its function, “**Extended encryption**” is currently activated, which stores encryption keys in the cloud.

When scheduling a meeting in the Zoom client, select the option “**End-to-end encryption**”.

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

End-to-end encryption cannot be activated when participating in the browser. The following functions are not available when using end-to-end encryption:

- **“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 on [Zoom](#).

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