ZOOM MEETING SAFETY

In light of recent news reports that some Zoom meetings have been "hacked" by unwanted participants here are some suggestions to help keep your meeting safe.

1. **Enable the Waiting Room Feature**
   The Waiting Room feature allows the host to control when each participant joins the meeting. As the meeting host, you can admit attendees one by one, or hold all attendees in the virtual waiting room and admit them en masse. This requires more work by the host, but only allows participants to join if you specifically admit them.

2. **Designate a co-host**

   Depending on the size of your meeting, it may be difficult to both run your session and moderate your participants. A second host can help with muting or removing unwanted attendees and other responsibilities while you conduct your meeting. To delegate host privileges to an additional person:

   - In the Zoom meeting window, click Manage Participants. A tab called Participants should appear on the right.
   - Hover over the name of the desired co-host and select More
   - Click Make Co-Host

3. **Require participants to register**

   You can configure your meeting so individuals can't attend unless they have registered. Participants register for meetings through a custom URL that Zoom generates for you. To register, participants must provide their first name, last name, and email address. Participants won't be able to join unless their name and email address matches the information they initially provided when registering.

4. **Limit Screen Sharing to the Host**
   While in your meeting,

   - Click the up-arrow next to Share Screen.
   - Select Advanced Sharing Options.
   - Under Who can share, click Only Host.

   This won't be appropriate when multiple participants will need to share and collaborate, but setting this restriction will prevent unwanted guests from interrupting the meeting by initiating intrusive sharing.

5. **Remove a Participant from a Zoom Meeting or Webinar**
   If you have already begun a session and find an unwanted attendee has joined:

   - If the Participants panel is not visible, click Manage Participants at the bottom of the Zoom window.
   - Next to the person you want to remove, click More.
   - From the list that appears, click Remove.

For Board & Committee Members and the Public:

In accordance with the Governor's Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, relating to the 2020 novel Coronavirus outbreak emergency, Public Meetings in the Town of Harvard for committees and boards shall be physically closed to the public to avoid group congregation.

We have selected Zoom as a video conferencing tool that will let board and committee members, as well as the public, attend a meeting while maintaining social distance.

Alternative public access to this meeting shall be provided in the following manner:

- Public participation will be enabled via the Zoom virtual meeting software for remote access. This application will allow users to view and hear the meeting (or conversely, call in by telephone and listen to the meeting).
- Meeting recordings will be posted on the HCTV's Facebook page.
- Meeting links and call-in numbers will be posted on committee agenda.

The easiest thing, if you wish to 'see' the meeting, is to download Zoom and install it. It is available here: https://zoom.us/download

Equipment you will need if you wish to **view and hear the meeting in real-time**:

- Device with a good Internet connection (cell phone, laptop, etc.)
- Headphones or earbuds (optional)
- Microphone (if possible)
- Web camera (if you want people to see you)
- Telephone (if you don't have a computer, you can always dial in)

Our meetings will be set up so that you may join with audio from either a phone or voice over IP (VOIP). If your audio isn't working well with VOIP on your non-telephone device, you can always change the audio to telephone once you have joined. **Alternatively, you may dial in with the phone and not deal with a computer at all.**

Before the meeting:

(a) Download Zoom and install it for practice. **If you are not the Chair (or host) of the meeting, you will login using your personal zoom account.**
     https://zoom.us/download

(b) Join a Meeting Test Room to make sure your video and audio work
     https://zoom.us/test

  ▪ Notice your lighting when you are in the Test Room—you'll want the light to be in front of you instead of behind you.
  ▪ Check the angle of your camera. Is it better higher or lower? It is better to work out how you want to look on video before the service than during (it is distracting for others).
  ▪ Make sure you have a quiet space available—public places don't work well.

If this is adding another level of stress during this stressful time, you can always dial-in with a phone and not deal with a computer at all (unless you are the host of the meeting).

Before the meeting **please practice** with Zoom. There are numerous free tutorials on their website and on other sites such as YouTube.

There is also a 'getting started' guide online, available here: https://support.zoom.us/hc/en-us/articles/201362033-Getting-Started-on-Windows-and-Mac

For Board and Committee Chairs/Hosts:

Thank you for your patience as we move to virtual meetings.

We have 4 accounts for Zoom meetings (enabling us to have 4 meetings happening simultaneously). The Chairs of the meeting will be the 'hosts' in the virtual meeting space. As such, you will be given a username and login for the zoom meeting that you are hosting. You will use **that username and password** for the meeting you have scheduled.

➔ Step 1: Submit meeting notice to Town Clerk for posting

We are operating under a system of tremendous redundancy, as we will be alternating our on-site and working-from-home presence, and likewise coming up to speed on virtual meetings.
As usual, you will submit your meeting notice to the Town Clerk's office (mkenney@harvard.ma.us or cbowen@harvard.ma.us or jdoucet@harvard.ma.us) , they will book the 'virtual' space, and attach to the meeting posting the detail of which 'space' and access codes are required for accessing the meeting.

➔ Step 2: At the time of the meeting on your agenda, log in to zoom **with the username and password provided to you by the Town Clerk's office**. Do NOT log in under your personal zoom account, as you are the host.

Special message for Hosts: Zoom will automatically log you in to your personal account. As host, you will switch user to login as the username that the Town Clerk's office gave you.

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

☐ All non-emergency items properly posted *at least* 48 hours in advance
☐ "Executive Order on Remote Participation" is posted with agenda
☐ All members received the same documents for meeting
☐ For meetings with public participation, encourage written public comments

Initiating Meeting

☐ Confirm that all Members are present and can hear each other
☐ Read Preamble to Remote Meetings
☐ Note materials for meeting available online through Town website for the public
☐ Introduce all members, staff, and persons on the agenda
☐ Cover "ground rules"

For "Zoom" Meetings

☐ Disable Chat Function for Participants
☐ Click "Record Meeting"
☐ Advise Participants that Meeting is Being Recorded
☐ Caution Participants About Screen Sharing

During Meeting

☐ Each speaker states their name before each presentation, comment, or question
☐ All votes taken by roll call
☐ Meeting Minutes reflect remote status

Technical Difficulties

☐ If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
☐ Keep accurate minutes noting any disconnections and reconnections of members