Participants to Zoom meetings

System requirements
Click here to see if you meet the minimum system requirements.

Best practices
1. Login from a quiet location
2. Enter your correct name before login
3. Make sure to introduce yourself at the beginning
4. Ensure that you have a clean, work-appropriate background
5. Look into the camera when talking instead of looking at yourself
6. Eliminate distractions and focus on the agenda
7. Be aware of your audio and video settings. Mute yourself when not speaking

Recording session
MTAA will ask participants permission before recording the session. Recordings are only stored on the Host's local computer.

Security
MTAA staff
Up-to-date firewalls and encryption protocols are used by MTAA staff and the Zoom platform to prevent unauthorised access to personal data. MTAA have put in place reasonable software and managerial procedures coupled with carefully developed security methods to protect your information from unauthorised alteration.

Participants
To further increase security, MTAA recommends participants to:
- **Meet the recommended System Requirements** for Zoom
- **Close Facebook and LinkedIn** websites or applications
- **Close simultaneous video calls/web calls** (Google Hangouts, CiscoWebex, etc)
- **Not use a Virtual Private Network (VPN)**. Re-routing increases connection vulnerability
- **Have virus/firewall protection** on your computer

Misrepresentation
All participants in Zoom meetings are screened by MTAA staff. To impersonate any person and/or their ownership or offering is deemed unethical. Reported cases may result in local law enforcement involved.

Support
Visit the Zoom support page for more tips.