



Response/Action Required

February 5, 2021

To: Principals, Department Leadership, & Staff
From: Tessa O'Connor, Director II Learning Management Services & Learning & Information Technology Services
Regarding: **Zoom Security Measures**

Starting February 11, all adult and student Zoom meetings must have at one of the three key security measures in place.

Options:

- Waiting Room
- Passcode
- External Authentication

External Authentication was enabled, and promoted districtwide at the beginning of December 2020, and will become the only authentication option on February 11. If you are using the previous form of authentication, we ask you to switch to External Authentication immediately to avoid any issues.

Staff Zoom webpage has directions for External Authentication and other security procedures <https://www.everettsd.org/Page/26703>

For administrators using webinars – this security setting is being applied to meetings only. That would include the few programs who have Large Meeting licenses, but again not webinars.

Required Action:

The following announcement was in the January Technology News. We need your assistance in ensuring all staff hear this before next Thursday, February 11th.

Approved for Distribution: _____


Brian Beckley