Settings to Prevent Zoom-Bombing

What is Zoom-bombing?

Zoom-bombing is the term for when individuals "gate-crash" Zoom meetings. These uninvited guests share their screens to bombard real attendees with disturbing and/or violent imagery. Most of these are perpetrated via publicly available Zoom links; however, not all depending on your settings. Here are ways to protect you and your guests from falling victim.

To reiterate what was shared in the Superintendent's briefing today you should ensure the following best practices are followed:

1. Always ensure participants must enter a password to enter a Zoom meeting.
2. Never type a URL (link to a website) within the chat box of a Zoom meeting.
3. Consider requiring participant registration for Zoom meeteings.
4. Zoom meetings should be conducted with students through a district Zoom account (not a personal account).
5. Do not share a Zoom meeting link on social media or a public website.

In Addition, the following are Reminders/Instruction/Best Practices for using Zoom to host meetings

If you share your meeting link on social media or another public location (like a district website) anyone with the link can join your meeting. Here are some tips you can use to help when needing a public meeting space:

- **Avoid using your Personal Meeting ID(Link is to Zoom's website) (PMI) to host public events**. Your PMI is essentially one continuous meeting and people can pop in and out all the time. Learn about meeting IDs(Link is to Zoom's website) and how to generate a random meeting ID (at the 0:27 mark(Link is to Zoom's website)) in this video tutorial(Link is to Zoom's website).
- **Familiarize yourself with Zoom's settings and features.** Understand how to protect your virtual space. e.g., use a Waiting Room(Link is to Zoom's website) (additional details on that below). The waiting room is a helpful feature for controlling attendees.
- **Manage screen sharing.** Don't give up control of your screen, especially if you are hosting a public event. You can control this either before or during the meeting in the host control bar settings. To prevent participants from screen sharing(Link is to Zoom's website) during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.
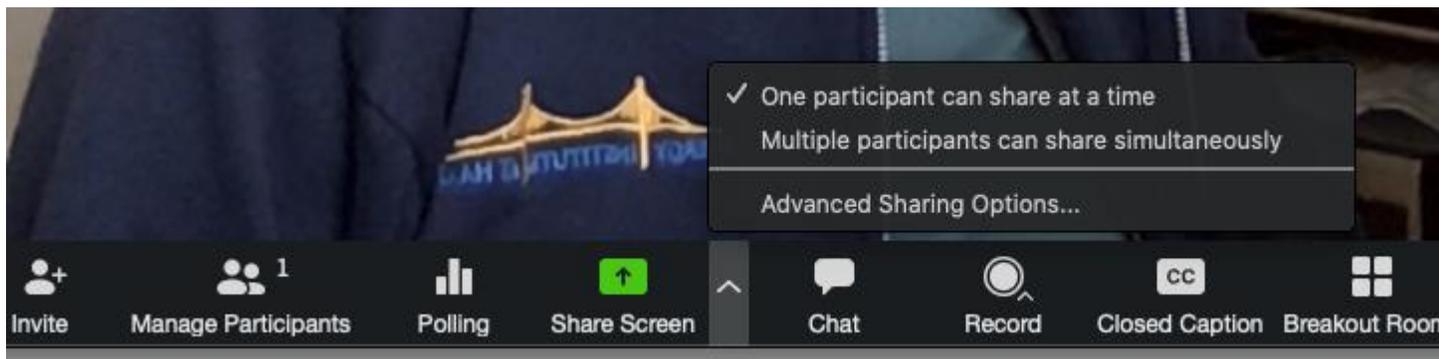
Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.

Screen sharing
Allow host and participants to share their screen or content during meetings

Who can share?
● Host Only   ○ All Participants ⑦

Who can start sharing when someone else is sharing?
● Host Only   ○ All Participants ⑦

Managing your participants

Some other features to help secure your Zoom event and host with confidence:

- **Allow only signed-in users to join:(Link is to Zoom's website)** If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive this message:

This meeting is for authorized attendees only
Click "Sign In to Join" to sign into Zoom with an email address authorized for joining this meeting

Sign In to Join   Leave
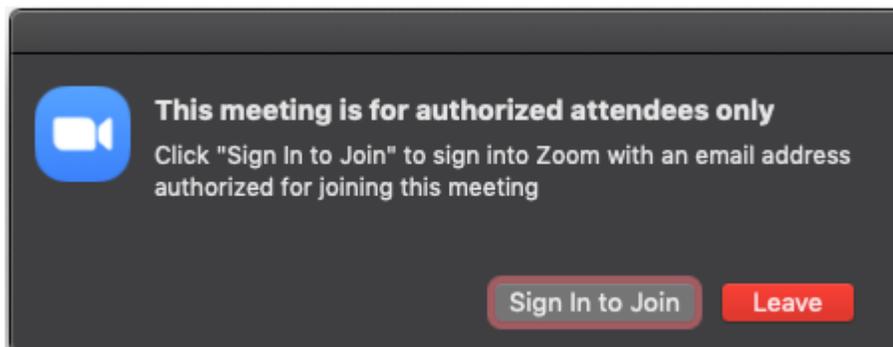
This is useful if you want to control your guest list by invite only to your meeting. For example:

- **Lock the meeting(Link is to Zoom's website):** When you lock a Zoom Meeting after it has started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.
- **Set up your own two-factor authentication:(Link is to Zoom's website)** You don't have to share the actual meeting link. Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID through a public setting/social media and only send the password to join by email or direct message.
- **Remove unwanted or disruptive participants:(Link is to Zoom's website)** From that Participants menu, you can hover over a participant's name, and several options will appear, including Remove.

- **Allow removed participants to rejoin:(Link is to Zoom's website)** When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you remove the wrong person.
- **Put participants on hold:(Link is to Zoom's website)** You can put each participant on a temporary hold, including the attendees' video and audio connections. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list if/when you're ready to have them back.
- **Disable video:(Link is to Zoom's website)** Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video.
- **Mute participants:(Link is to Zoom's website)** Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the noise down in large meetings.
- **Turn off file transfer:(Link is to Zoom's website)** In-meeting file transfer allows people to share files through the in-meeting chat. Turn this off to keep the chat from getting unwanted content.
- **Turn off annotation:(Link is to Zoom's website)** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from using it.
- **Disable private chat:(Link is to Zoom's website)** Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat with each another during your meeting. This prevents anyone from getting messages during the meeting.
- **Use a Waiting Room:** One of the best ways to use Zoom for public events is to enable the Waiting Room(Link is to Zoom's website) feature. The Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them, like a bouncer carefully monitoring who gets let in.
    - Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message(Link is to Zoom's website) people see when they hit the Waiting Room so they know they're in the right spot. The Waiting Room(Link is to Zoom's website) is really a great way to screen who's trying to enter your event and keep unwanted guests out.