## Settings to Prevent Zoom-bombing:

Zoom-bombing is when an unwanted participant joins a Zoom meeting and shares unwanted content in the meeting.

### Before the Meeting

**Create a Random Meeting ID**
Do not use your Personal Meeting ID to host a Zoom meeting. This can easily be shared out in unwanted ways. Always create a scheduled zoom meeting using a unique meeting ID. If you set a meeting up so that they occur the same day each week at the same time, you should consider setting up each one individually, so each meeting will have its own unique ID.
**Note:** The default settings for Personal Meeting ID for scheduled and instant meetings are turned off in your Zoom user account settings. **Please make sure you keep these settings off.**

Learn more about Meeting IDs by accessing the link below.
Scheduling Meetings

**Prevent Removed Participants from Rejoining a Meeting**
Make sure you prevent unwanted attendees from being able to rejoin a meeting. Log into your Zoom user account. Under Settings, select “In Meeting (Basic)” and make sure the setting next to "Allow removed participants to rejoin" is disabled. This will prevent removed attendees from being able to re-enter a meeting.
**Note:** This is disabled by default in your Zoom user account settings. **Please make sure you keep this setting off.**

Learn more about account settings by accessing the link below.
Account Settings

**Password Protect Your Meeting**
You should require a password for entry into a Zoom meeting. Log into your Zoom user account. Under Settings, select “Schedule Meeting”, then make sure the following buttons are enabled:

"Require a password when scheduling new meetings", "Require a password for Instant Meetings", and "Require a password for Personal Meeting ID".
**Note:** Additionally, be sure to disable the setting called "Embed password in meeting link for one-click join". You will have to send out a separate communication with the password information, but this will prevent unwanted visitors from being able to attend the meeting.

Learn more about requiring a password by accessing the link below.
Require a Password

**Only Allow Participants in the Meeting When You are There**
When you are setting up a meeting, make sure the meeting can only start when you as host is present. Log into your Zoom user account. Under Settings, select “Schedule Meeting”, then select the button next to “Join before host” to disable this option. This can also be disabled on the meeting itself as you schedule it. In the meeting settings, uncheck the box next to “Enable join before host”.
**Note:** This is turned on by default in your account and meeting settings.

Learn more about account settings by accessing the link below.
Account Settings

**Join Your Meeting as the Host**
When you are ready to start a meeting, make sure you start it as the host. Do not select the invitation link and join as a participant. In the Zoom desktop client, select the meeting you want to begin, then select “Start”.

Learn more about starting a meeting as a host by accessing the link below.
Start or Join Scheduled Meeting as the Host

**Include a Co-Host in your Meeting**
When you want someone else to help moderate the meeting make sure the setting is set for you to allow host to add co-hosts. Log into your Zoom user account. Under Settings, “Select In Meeting (Basic)” and make sure the button next to “Co-host” is enabled. This is enabled by default.

Learn more about adding a co-host by accessing the link below.
Enabling and adding a co-host

**Use the Waiting Room**
One of the best ways to control who gains direct access to a meeting is to use the waiting room feature. This feature will prevent guests from joining the meeting until you are ready for them. The waiting room settings can be customized for additional control. This can be set on an individual meeting in the meeting settings window. When you schedule a meeting, check the box next to “Enable waiting room”.
**Note**: This can also be set during the meeting itself. Select the “Manage Participants” icon located in the meeting host controls to display the participant list. At the bottom of the participants’ window, select “More”, then select “Put attendee in waiting room on entry”.

Learn more about the waiting room feature by accessing the link below.
Waiting Room

## During the Meeting

**Shut Down the Meeting**
If you need to end a meeting immediately, select the "meeting hosting controls", then select "End Meeting" in the lower right corner of the Zoom meeting window.

Learn more about the meeting host controls by accessing the link below.
Host and Co-Host Controls in a Meeting

**Put them on Hold**
You can put each attendee on a temporary hold including the participants video and audio connections. During the meeting, select the "Manage Participants" icon located in the meeting host controls to display the participant list. Hover over the name of the attendee and select "More", then select "Put on hold".
**Note:** Select "Take off hold" next to the attendee in the participant list when you are ready to let them back into the meeting.

Learn more about putting attendees on hold by accessing the link below.
Attendee on Hold

**Mute Participants**
You as a host can mute/unmute individual attendees or all of them at once. This will help block out unwanted background noise and interruptions. During the meeting, select the "Manage Participants" icon located in the meeting host controls to display the participant list. Select "Mute All" located at the bottom of the Participant window. You will be prompted to "Allow participants to unmute themselves", then select "Continue". When you want to unmute participants at the same time, select "Unmute All" to unmute all of the participants.
**Note:** You can also enable the "Mute participants upon entry" option located in your meeting settings.

Learn more about muting/unmuting participants by accessing the link below.
Mute All or Unmute All

**Disable Private Chat**
Zoom has a feature where everyone in the meeting can message each other privately. You can restrict the participants ability to chat amongst one another while the meeting is going on by disabling this feature. Once you start the meeting, select the" Chat" icon located in the meeting host controls. Select "More" at the bottom of the Zoom Group Chat window, then select the "Everyone publicly" option listed under Allow attendees to chat with.
**Note:** This can also be set in the zoom user account settings. Log into your Zoom user account. Under Settings, select "In Meeting (Basic)", then disable the button next to "Private chat".

Learn more about controlling private chat by accessing the link below.
Controlling and Disabling Chat

**Lock Your Zoom Meeting After All Participants Have Arrived**
Once all the attendees have joined the meeting, you can lock the meeting so that no one new could join. During the meeting, select the "Manage Participants" icon located in the meeting host controls to display the participant list. At the bottom of the participant list, select "More", then select "Lock Meeting".

Learn more about locking a meeting by accessing the link below.
Managing Participants in a Meeting

**Only You as Host Can Share Your Screen**
As the host of the meeting, you can prevent all other participants from sharing their screen. During the meeting, select the "up arrow" next to Share Screen located in the meeting host controls. Under Who can share, select "Only Host", then close the window. You can also pause the current shared screen by selecting the "Pause Share" icon located in the meeting host controls.
**Note:** This is set in the Zoom user account settings.

Learn more about controlling who can share their screen by accessing the links below.
Host and Co-Host Controls in a Meeting
Sharing Your Screen

**Block Recording Privileges for a Participant**
A meeting can be recorded by a host or a co-host. A participant cannot record a meeting unless permission is granted to them. A participant can request permission from the meeting host to record. To allow a participant to record, select the "Manage Participants" icon located in the meeting host controls to display the participant list. Hover over the participant, select "More", then select "Allow Record". To disable the participant's ability to record, hover over the participant, select "More", then select "Forbid Record".

Learn more about recording a meeting by accessing the link below.
Local Recording

**Remove a Problem Visitor from the Zoom Meeting**
If you need to remove a visitor quickly from a meeting, select the "Manage Participants" icon located in the meeting host controls to display the participant list. Hover over the participant, select "More", then select "Remove."

Learn more about removing a visitor from a meeting by accessing the link below.
Managing Participants in a Meeting

**Disable Video**
You as a host can turn someone's video off. This will allow hosts to block unwanted video. If you need to quickly block someone's video in a meeting, select the "Manage Participants" icon located in the meeting host controls to display the participant list. Hover over the participant, select "More", then select "Stop Video".

Learn more about disabling video in a meeting by accessing the link below.
Managing Participants in a Meeting