HOW TO PREVENT ZOOM-BOMBING

WHAT IS ZOOM-BOMBING?

Zoom-bombing is any time an uninvolved third-party joins your Zoom meeting and causes disruptions. Before it becomes a problem, it can be prevented by the host by adjusting the meeting settings or taking actions at the start of the meeting:

1: USE A UNIQUE MEETING ID

For large or public meetings, it is advisable to have Zoom generate a unique meeting ID instead of posting your Personal Meeting ID (PMI) where it can be accessed by anyone.

TO GENERATE A UNIQUE MEETING ID:

When you schedule a meeting, make sure that the GENERATE AUTOMATICALLY option is checked.

2: REQUIRE A PASSWORD

Zoom also gives the option of requiring meeting attendees to enter a password to gain access; this is also another good method for securing your meeting space.

TO REQUIRE A PASSWORD:

Scrolling down from the Meeting ID setting, there is a password option:

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	1 ∨ hr 0 ∨ min
Time Zone	(GMT-7:00) Pacific Time (US and Canada) ∨
	☐ Recurring meeting
Registration	☐ Required
Meeting ID	◉ Generate Automatically ◯ Personal Meeting ID 390-776-9311
Meeting Password	☑ Require meeting password [Enter Password]
Video	Host ◯ on ◉ off
	Participant ◯ on ◉ off
Audio	◯ Telephone ◯ Computer Audio ◉ Both
	Dial from United States of America Edit

To enable this function, click the checkbox and then enter your desired password; please do not use obvious passwords (e.g., "password") or the passwords that you use for any of your personal accounts.

3: CREATE A WAITING ROOM

Control who enters a meeting by creating a waiting room; this will prevent anyone from entering the meeting until the host gives them the go-ahead—either collectively, or one at a time.

TO CREATE A WAITING ROOM:

First, navigate to SETTINGS in the left-hand column and then click on IN MEETING (ADVANCED)

Scroll down to WAITING ROOM and click the slider to enable this function.

Select whether you want to individually admit **all** participants, or only **users from outside UCI and users who are not logged in**. If you would like to, please also use the pencil icon to customize the waiting room.

Returning to SCHEDULE A MEETING, scroll down to almost the bottom of the page to find the MEETING OPTIONS:

To enable this function, click the checkbox ENABLE WAITING ROOM.

4: HOST-ONLY SCREEN SHARING

Another good method is to disable screen sharing for all participants besides the host.

TO DISABLE SCREEN SHARING:

Navigate to SETTINGS in the left-hand toolbar and click on IN MEETING (BASIC).

Scroll down to SCREEN SHARING.

Select HOST ONLY. Alternately, you could disable screen sharing entirely by clicking the blue slider.

5: INVITE-ONLY MEETINGS

Another option is to allow only users with accounts hosted at specific domains to enter the meeting.

TO CREATE AN INVITE-ONLY MEETING:

Scroll down to the MEETING OPTIONS at the bottom of the SCHEDULE A MEETING page.

Check the box beside ONLY AUTHENTICATED USERS CAN JOIN. This will restrict access to only users with Zoom accounts hosted at the domains listed; if you would like to allow users with other domains to enter (e.g., @ucla.edu), you can add them by clicking EDIT and adding them to the list with an asterisk preceding the domain (e.g., *@ucla.edu).

6: LOCK IN-PROGRESS MEETINGS

Once a meeting has started and all expected participants have arrived, you can lock the meeting to prevent anyone else from joining.

TO LOCK A MEETING:

While in the Zoom desktop client, mouse over the bottom of the screen to click on MANAGE PARTICIPANTS.
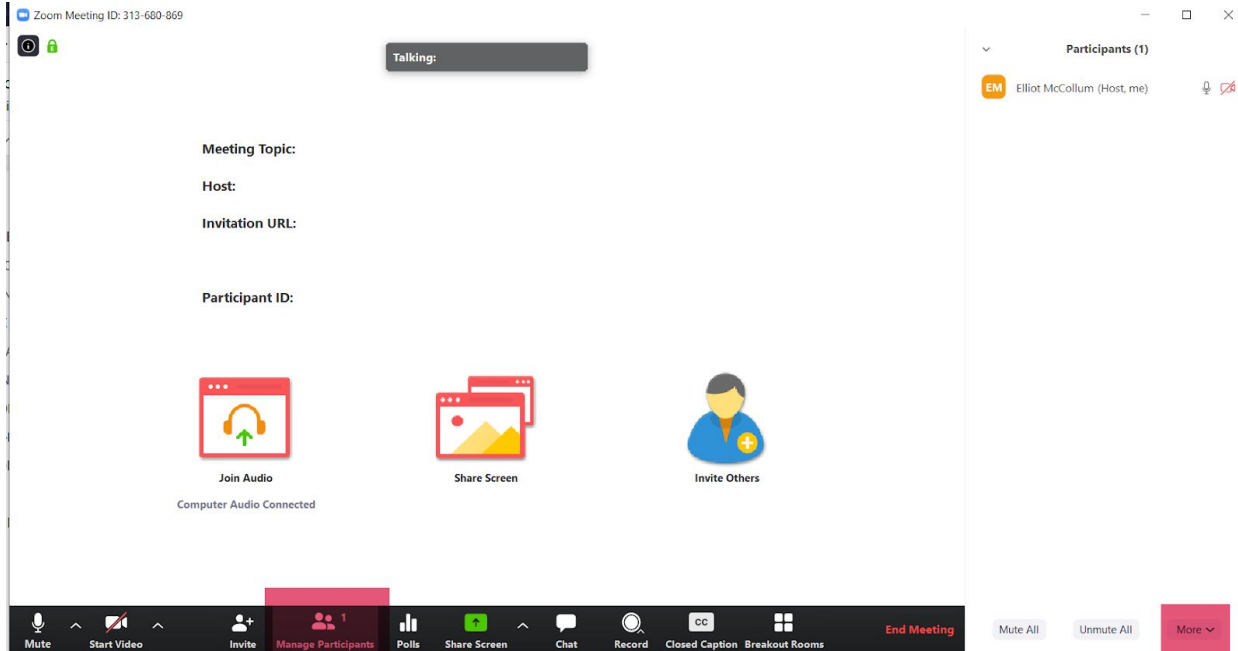
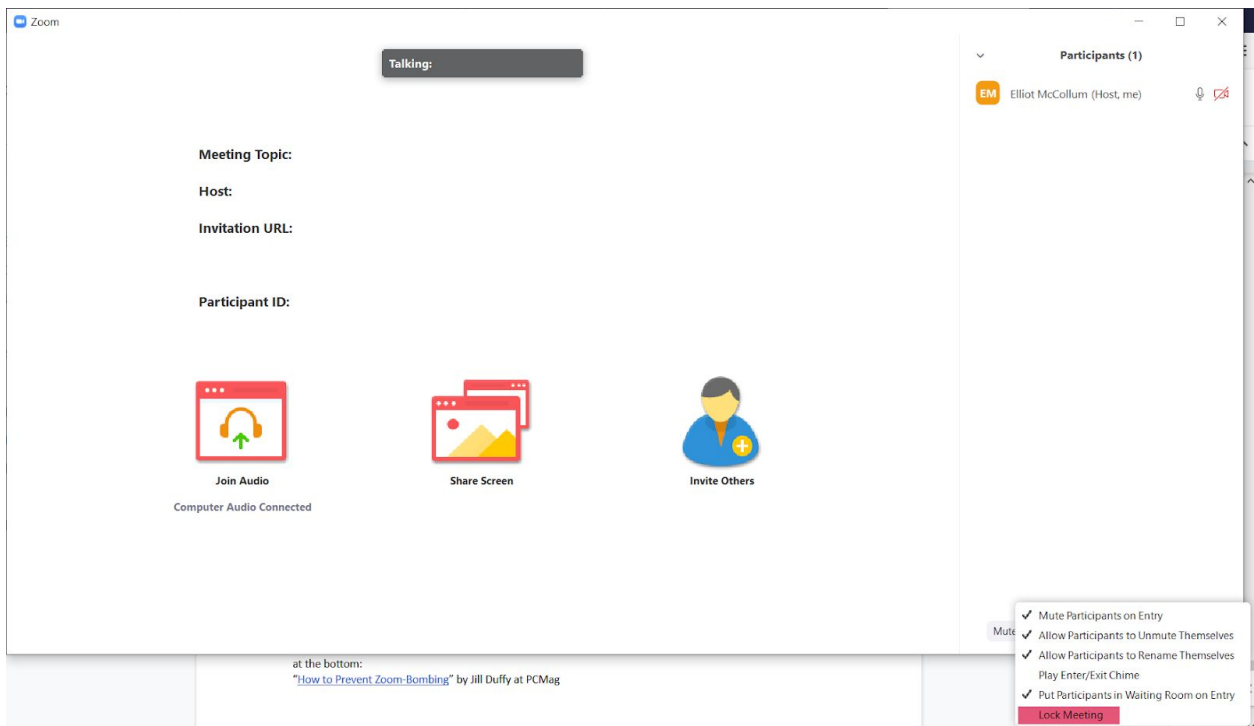A pane with all of the current participants will open on the right; click on MORE at the bottom to expand options.

Select LOCK MEETING to prevent any other users from joining.

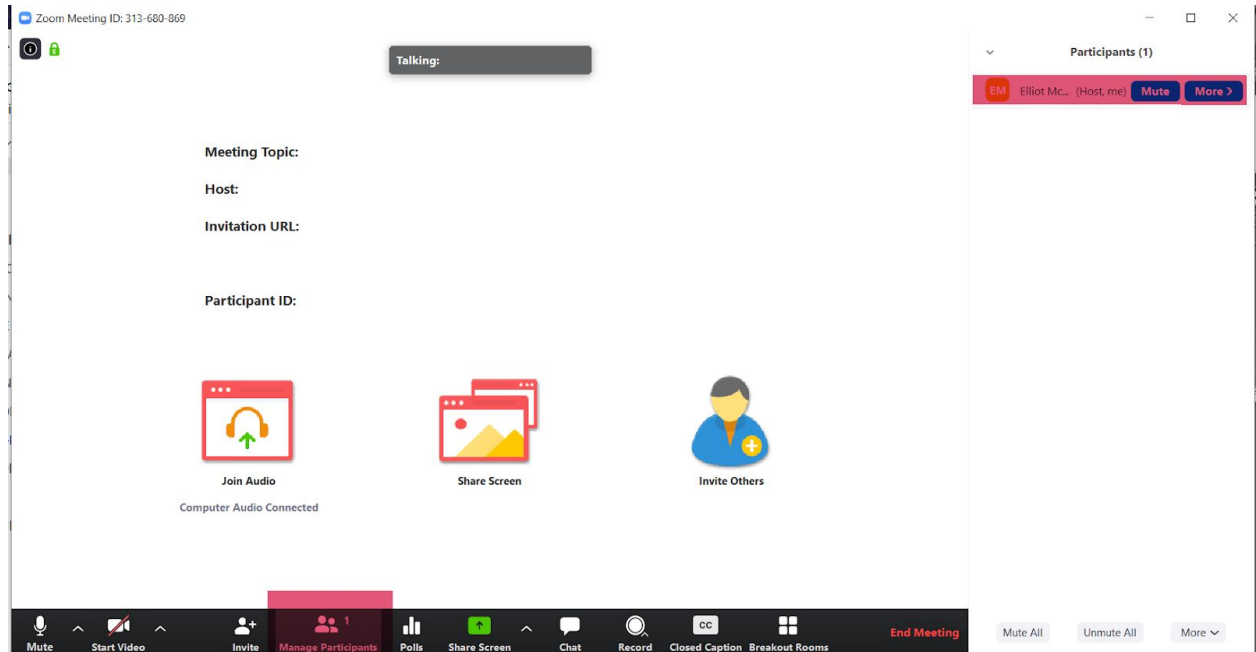HOW TO ADDRESS ZOOM-BOMBING IN THE MOMENT

However, there are also methods to address zoom-bombing in the moment:

1: KICK SOMEONE OUT

If someone slips through despite your efforts, you can always eject them from the meeting.

TO EJECT A PARTICIPANT:

In the Zoom desktop client, mouse over the bottom of the screen to click on MANAGE PARTICIPANTS.

A pane with all of the current participants will open on the right; hover over the name of the participant you would like to eject and select REMOVE.

2: DISABLE SOMEONE'S CAMERA

If someone is behaving badly on camera, the host can cut their visual feed.

TO DISABLE SOMEONE'S CAMERA:

In the desktop client, click on MANAGE PARTICIPANTS.
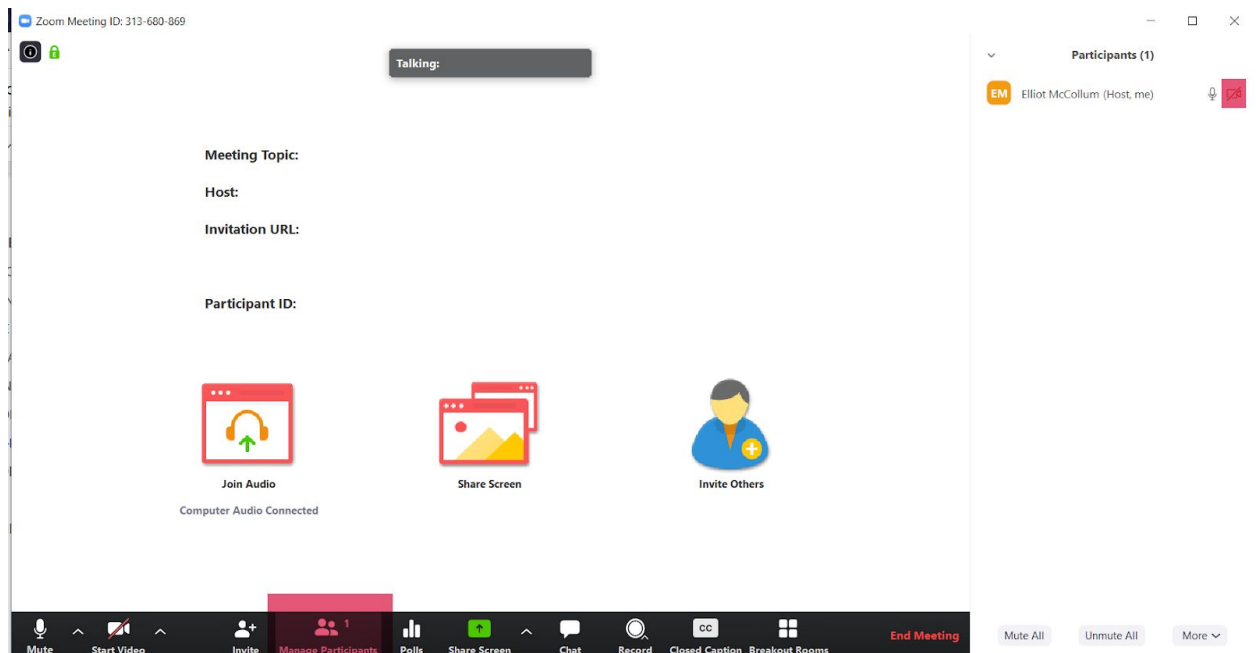
Select the camera icon beside the name of the participant whose video you would like to cut; to cut their mic, select the microphone icon just beside it.

FOR MORE INFORMATION:

Please consult the article this tutorial was based on, which includes broader explanations and additional reading at the bottom:

"How to Prevent Zoom-Bombing" by Jill Duffy at *PCMag*