

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.

The screenshot displays the Zoom 'Schedule a Meeting' interface. On the left is a sidebar with the UCI logo and navigation links: Meetings (highlighted), Webinars, Recordings, Settings, Account Profile, Reports, Attend Live Training, Video Tutorials, and Knowledge Base. The main area is titled 'Schedule a Meeting' and contains the following fields and options:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 04/07/2020, 3:00 PM
- Duration:** 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

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:

[Attend Live Training](#)

[Video Tutorials](#)

[Knowledge Base](#)

Discussion

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

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)**



Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Schedule Meeting

Host video
Start meetings with host video on

Participants video
Start meetings with participant video on. Participants can change this during the meeting.

Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio

Telephone

Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

Help

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

UCI University of California, Irvine

Use HTML format email for Outlook plugin

JOIN A MEETING

HOST A MEETING

the Outlook plugin

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Allow users to select stereo audio in their client settings
Allow users to select stereo audio during a meeting

Allow users to select original sound in their client settings
Allow users to select original sound during a meeting

Waiting room Modified Reset

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. ⓘ

Choose which participants to place in the waiting room:

All participants

Guest participants only ⓘ

Customize the title, logo, and description ✎

Show a "Join from your browser" link
Allow participants to bypass the Zoom application download process, and join a meeting directly from their browser. This is a workaround for participants who are unable to download, install, or run applications. Note that the meeting experience from the browser is limited

Allow live streaming meetings

Help

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:

Participant on off

Audio Telephone Computer Audio Both
Dial from United States of America [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry [?]
- Enable waiting room
- Only authenticated users can join
- Breakout Room pre-assign
- Record the meeting automatically

Alternative Hosts

[Save](#) [Cancel](#)

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).

UCI University of California, Irvine JOIN A MEETING HOST A MEETING

Profile Meetings Webinars Recordings **Settings** Account Profile Reports

Attend Live Training Video Tutorials Knowledge Base

Meeting Recording Telephone

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced) Email Notification Other

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Audio Type
Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

- Telephone and Computer Audio
- Telephone
- Computer Audio

Join before host
Allow participants to join the meeting before the host arrives

[Help](#)

Scroll down to SCREEN SHARING.

The screenshot shows the Zoom meeting options page. On the left, there is a navigation menu with categories: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Screen sharing' option is highlighted with a red box. The 'Screen sharing' section is expanded, showing the following settings:

- Always show meeting control toolbar:** Disabled (grey slider).
- Show Zoom windows during screen share:** Disabled (grey slider).
- Screen sharing:** Enabled (blue slider).
- Who can share?:** Radio buttons for 'Host Only' (selected) and 'All Participants'.
- Who can start sharing when someone else is sharing?:** Radio buttons for 'Host Only' (selected) and 'All Participants'.
- Disable desktop/screen share for users:** Disabled (grey slider).
- Annotation:** Disabled (grey slider).
- Whiteboard:** Enabled (blue slider).

At the bottom right, there is a blue 'Help' button.

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.

Audio Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

- Enable join before host
- Mute participants upon entry [?](#)
- Enable waiting room
- Only authenticated users can join: Require UCI Email Address on Zoom Account
*.uci.edu [Edit](#)
- Breakout Room pre-assign
- Record the meeting automatically

Alternative Hosts

[Save](#) [Cancel](#)

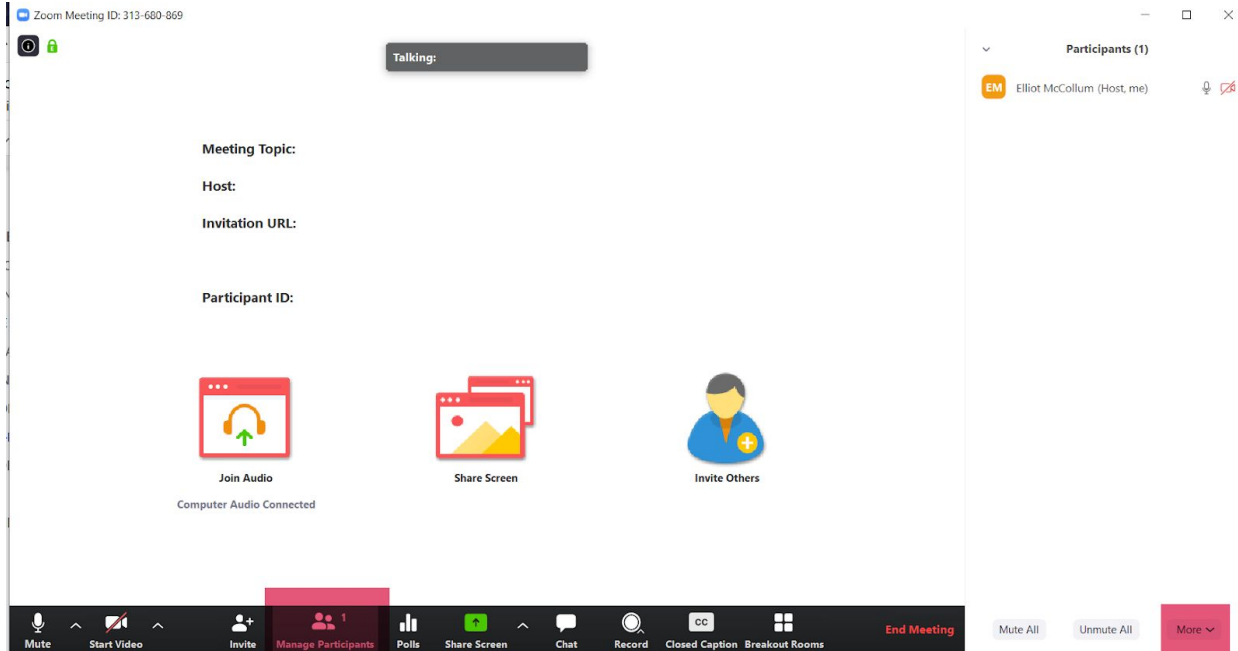
Check the box beside **ONLY AUTHENTICATED USERS CAN JOIN**. This will restrict access to only users with Zoom accounts hosted at the domains listed; if you would like to allow users with other domains to enter (e.g., @ucla.edu), you can add them by clicking **EDIT** and adding them to the list with an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

6: LOCK IN-PROGRESS MEETINGS

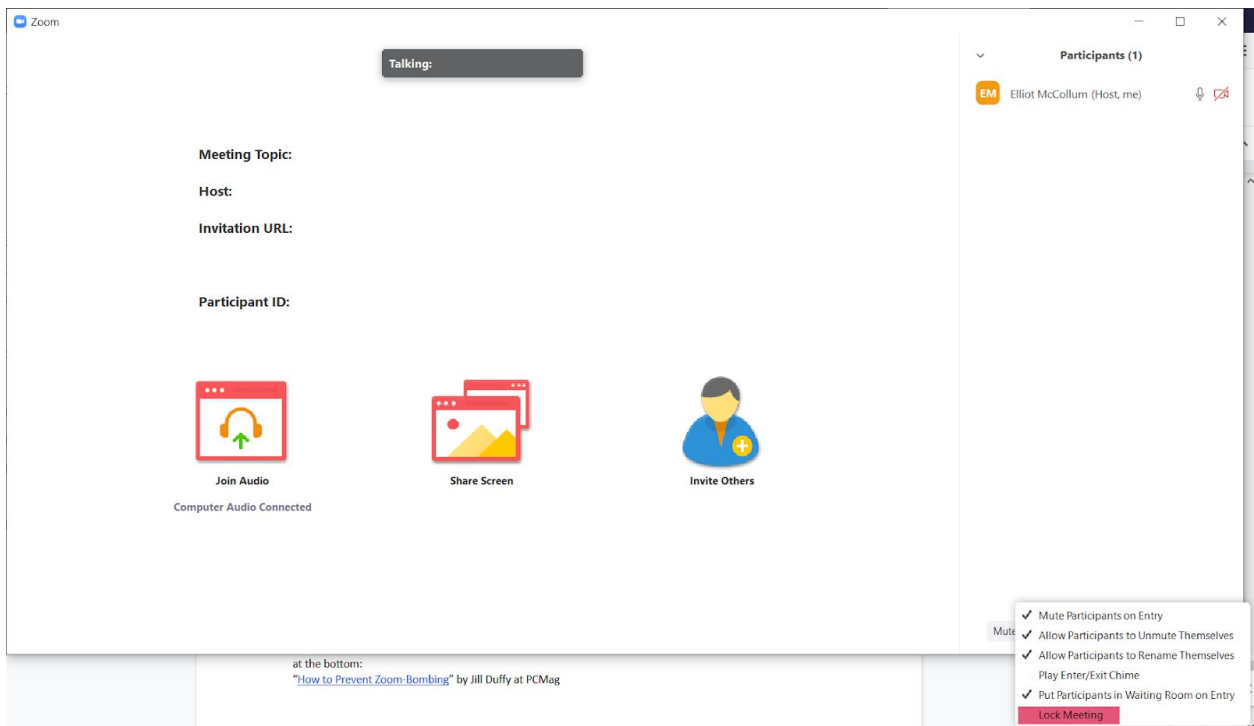
Once a meeting has started and all expected participants have arrived, you can lock the meeting to prevent anyone else from joining.

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**.



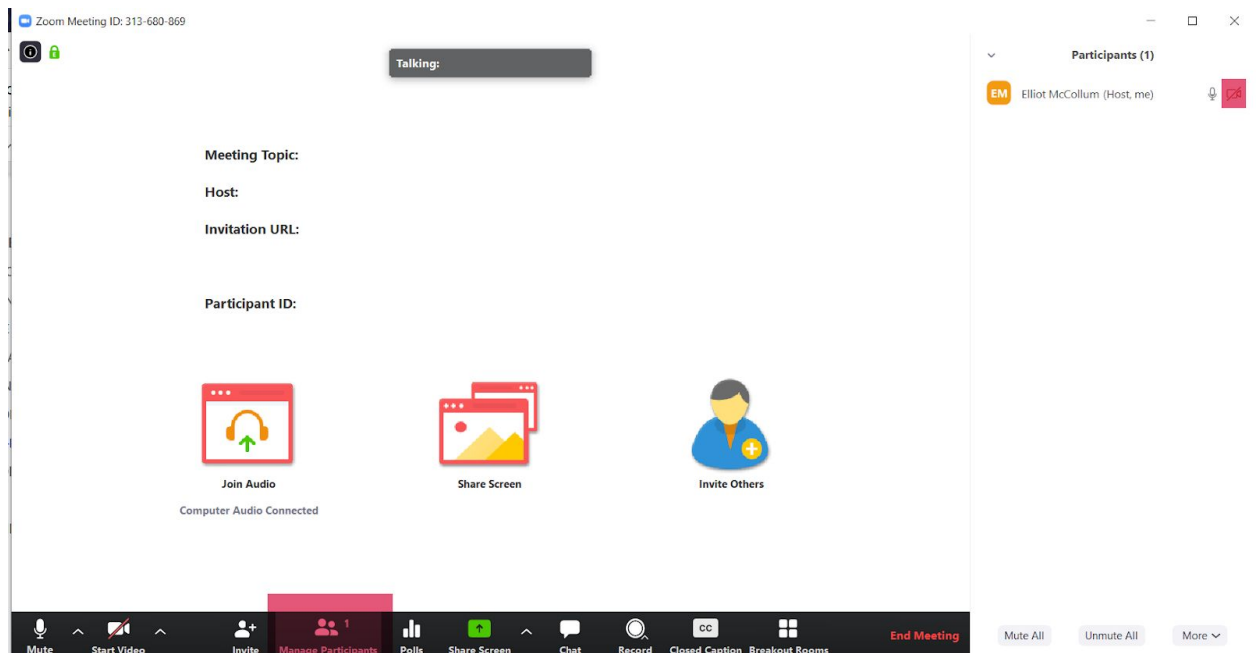
A pane with all of the current participants will open on the right; hover over the name of the participant you would like to eject and select **REMOVE**.

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*