

AVOIDING ZOOM BOMBING

As you can imagine, much has been communicated about this phenomenon and how to minimize the threat. Good Morning America did a segment on this on Wednesday, April 1. There are also many articles on the internet and training videos from Zoom that are helpful. Below are some suggestions that are hopefully easy to understand and implement. NOTE: While it is possible to access Zoom settings from a tablet or smart phone, the suggestions below will be easier to implement from a laptop or desktop.

BEFORE THE MEETING

Review your account settings at [Zoom.us](https://zoom.us).

- Disable “Join before host.” This prevents someone who has captured your Meeting ID from getting into the meeting before you do and disturbing other attendees.
- You may want to “Require a password when scheduling new meetings.” I say “you may” because this adds a layer of complexity for people you want to attend, but it does add a layer of security for unwanted bombers.
- Make sure “File transfer” is disabled. This way no one can upload malware.
- Make sure “Allow host to put attendee on hold” is selected. This allows the host to remove a troublemaker from the meeting.
- Under “Screen sharing,” select “Host Only.” This prevents other attendees from posting inappropriate content on people’s screens.
- Make sure “Annotation” is disabled. That way other attendees can’t write on the host’s screen if it is shared.
- When scheduling a meeting, you may want to enable a “Waiting Room.” That way, people can only join the meeting if the host lets them in.

IN THE MEETING

It is helpful if the person serving as the host is not the person doing most of the speaking or presenting. That way the host can focus on the meeting settings and take appropriate action quickly if a troublemaker joins.

- In the tool bar, select “Manage Participants.” At the bottom of the “Participants” list, select “Mute All” and disable the feature that allows participants to unmute themselves. That way, no one can shout obscenities or anything else disruptive. NOTE: this is not necessary if you are sure that no unwanted attendee is in the meeting. Also, the host always has the ability to manually mute or unmute any participants.

- Encourage participants to use the “Chat” feature if they have a comment.
- If you are sure that everyone you expected is connected to the meeting, using the “More” feature at the bottom of the “Participants” list, and select “Lock meeting.” No troublemaker will then be able to bomb the meeting – meaning that you can relax some of the other safeguards you put in place, such as muting everyone and disabling screen sharing by those other than the host.
- If a troublesome person does get into the meeting, next to that person’s name in the participant list, click “More” and either put the person “On hold” or “Remove” the person from the meeting. NOTE: such a person could still try to rejoin the meeting under another name/account, so you still have to be vigilant.

Hopefully, the above represents an abundance of caution. It is helpful, however, to be aware of these things in advance so that the host is not taken by surprise if someone does attempt to “bomb” your gathering.