

Say No to Zoombombing

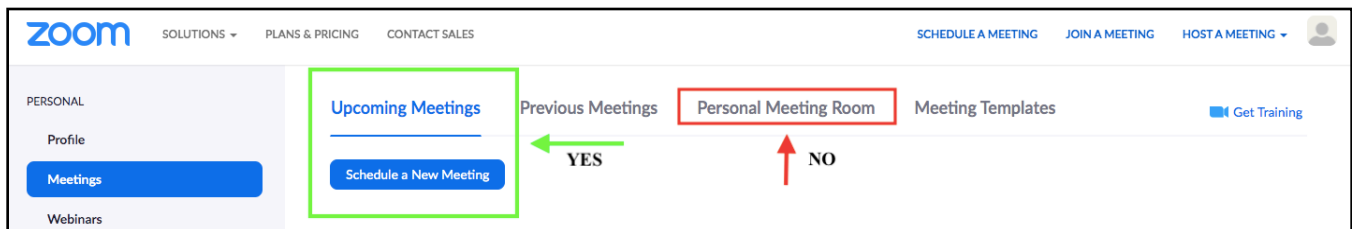
Zoombombing is the sudden, unsolicited appearance of objectionable, offensive, or otherwise disruptive images, video, or text during a Zoom meeting. Trolling behavior is enabled by Zoom features such as screen sharing, chat, and file transfer, but you, as the moderator, can take several steps to stop Zoombombing before it starts.

Basic Tips

1. **Never post a meeting link on social media or other public facing platform.** Instead, email meeting details directly to participants or post them on Blackboard.

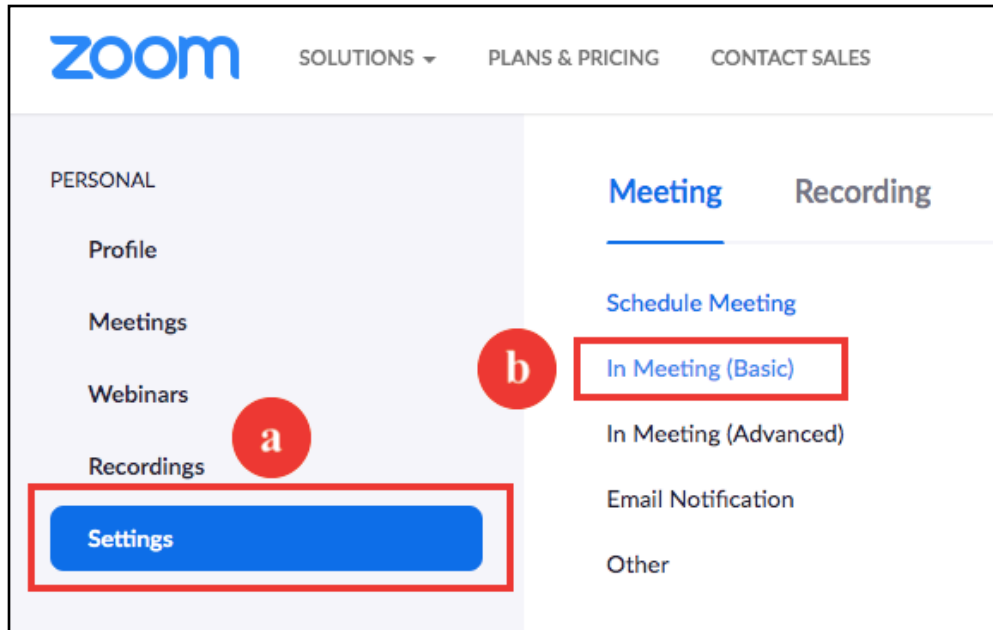


2. **Never use a personal meeting room.** Instead, create a dedicated meeting room for class sessions and office hours.

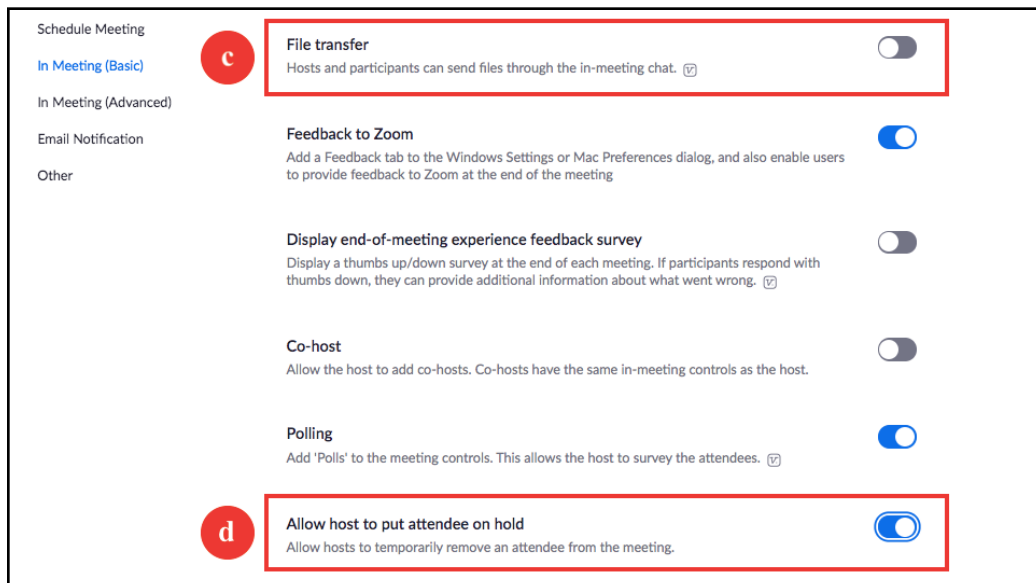


Settings

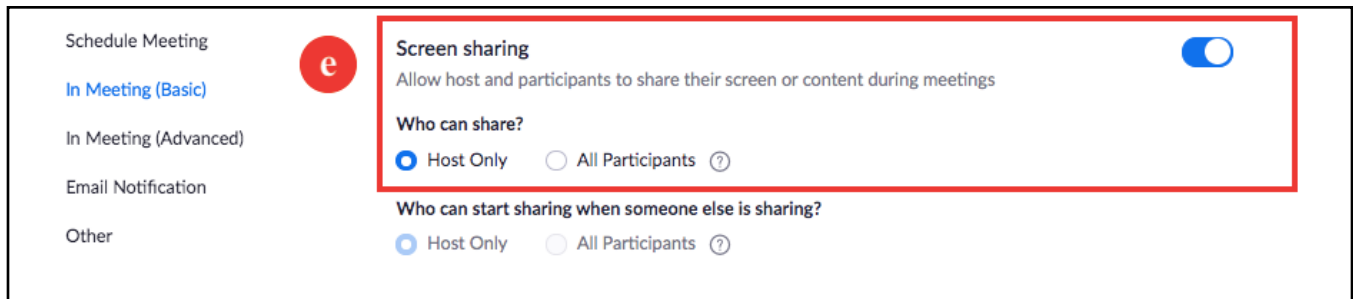
1. From the Zoom web site, go to “Settings” (a).
1. Click on “In Meeting (Basic)” (b).



2. **Disable “File Transfer”** (c). This will block the transfer of malware.
3. **Activate “Allow host to put attendee on hold”** (d). This will allow the host to temporarily remove a disruptive participant from the room.



4. **“Screen Sharing”**: Click the “Host Only” button to block participants from sharing their screen (e).




Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)


Email Notification

Other


Screen sharing 

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

Who can share?

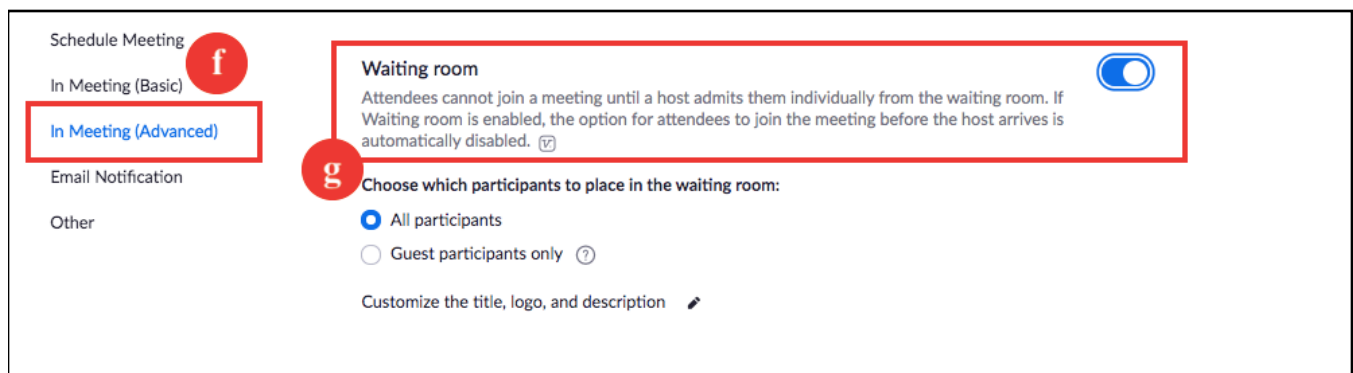
☒ Host Only ☐ All Participants 

Who can start sharing when someone else is sharing?

☒ Host Only ☐ All Participants 

5. Click on “In Meeting (Advanced)” (f).

6. **Activate “Waiting Room”** (g). Participants are prevented from joining a meeting until the host lets them in. If activated, the “Allow participants to join before host” option is automatically disabled.




Schedule Meeting


In Meeting (Basic)

In Meeting (Advanced)


Email Notification


Other

Waiting room 

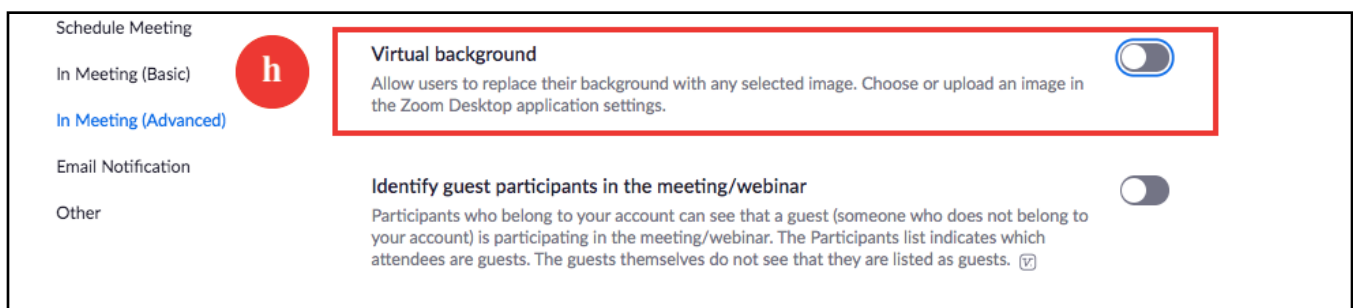
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

Choose which participants to place in the waiting room:

☒ All participants ☐ Guest participants only 

Customize the title, logo, and description 

7. **Disable “Virtual Background”** (h).




Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)


Email Notification

Other

Virtual background 

Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.

Identify guest participants in the meeting/webinar 

Participants who belong to your account can see that a guest (someone who does not belong to your account) is participating in the meeting/webinar. The Participants list indicates which attendees are guests. The guests themselves do not see that they are listed as guests. 

Meeting Details

1. From the web, go to “Meetings,” then edit the desired “Meeting Details” by clicking on the [blue meeting link](#) (a). Scroll down and click on the “Edit this Meeting” button on the lower right hand side (b). If you are creating a new meeting, you will automatically be in “edit” mode.

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

> User Management

> Room Management

> Account Management

> Advanced

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Meeting Templates

Get Training

Recently Deleted

Schedule a New Meeting

Start Time	Topic	Meeting ID	
Recurring		652-399-563	Start Delete
Recurring		910-386-395	Start Delete
Recurring		488-316-511	Start Delete
Recurring		795-520-846	Start Delete
Recurring		956-279-521	Start Delete
Recurring	<div> <div>Say No To Zoombombing</div> </div>	348-862-500	Start Delete

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings

ADMIN

User Management

Room Management

Account Management

Advanced

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "Say No To Zoombombing"

Start this Meeting

Title	Say No To Zoombombing		
Time	Mar 29, 2020 10:00 AM Eastern Time (US and Canada)		
Add to	Google Calendar Outlook Calendar (iCal) Yahoo Calendar		
Meeting ID	348-862-500		
Meeting Password	✓ Require meeting password NoZoombomb		
Invite Attendees	Join URL: https://zoom.us/j/348862500?pwd=xMDcFYVWVlbiUwSHhTTjc3RDZzO9		Copy the invitation
Video	Host	Off	
	Participant	Off	
Audio	Telephone and Computer Audio		
	Dial from United States of America		
Meeting Options	<div> ✓ Enable join before host </div> <div> ✗ Mute participants upon entry ⓘ </div> <div> ✓ Enable waiting room </div> <div> ✗ Only authenticated users can join </div> <div> ✗ Record the meeting automatically </div>		
Delete this Meeting		<div> <div>b</div> <div> Edit this Meeting Start this Meeting </div> </div>	
Save as a Meeting Template			

2. In the “Meeting Details”:
 1. **SET A PASSWORD.** Click the “Require meeting password” box to set a password (a). Participants will be asked to enter the password before entering the meeting.

2. **CREATE A WAITING ROOM.** Under “Meeting Options” click the “Enable waiting room” box (b).

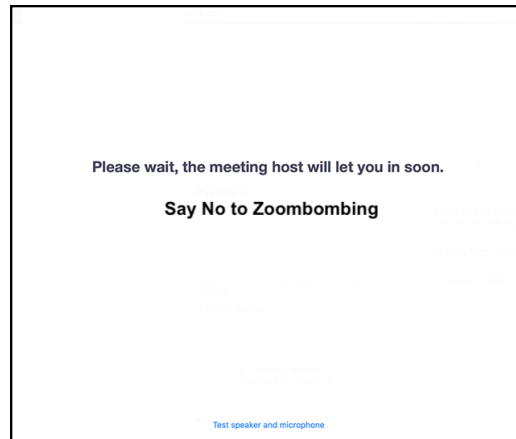
3. Click “**Save**” (c).

The screenshot displays the Zoom meeting settings interface. At the top, the 'Meeting Password' section is highlighted with a red box and a red circle containing the letter 'a'. It includes a checked checkbox for 'Require meeting password' and a text field containing 'NoZoombomb'. Below this, the 'Video' section shows 'Host' and 'Participant' settings, both with 'on' and 'off' radio buttons. The 'Audio' section shows 'Telephone', 'Computer Audio', and 'Both' radio buttons, with 'Both' selected. The 'Meeting Options' section contains several checkboxes: 'Enable join before host' (checked), 'Mute participants upon entry' (unchecked), 'Enable waiting room' (checked and highlighted with a red box and a red circle containing the letter 'b'), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically' (unchecked). At the bottom, the 'Alternative Hosts' section has a text field with the example 'mary@company.com, peter@school.edu'. Finally, the 'Save' button is highlighted with a red box and a red circle containing the letter 'c', next to a 'Cancel' button.

Classroom Management

1. Using the WAITING ROOM

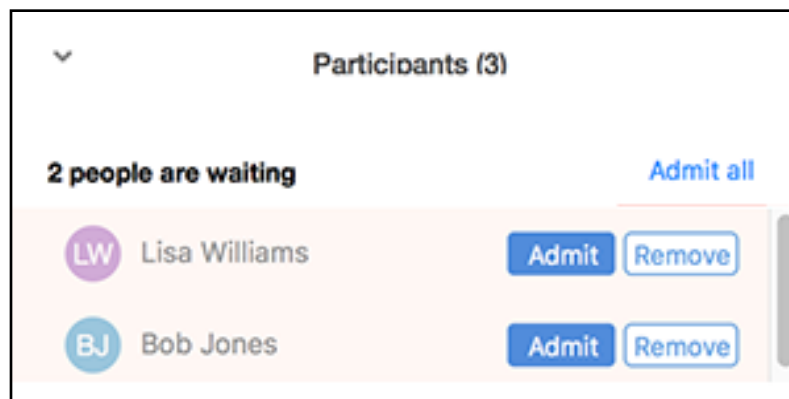
When participants enter they will see this screen:



From the Host's Toolbar, click "Manage Participants."

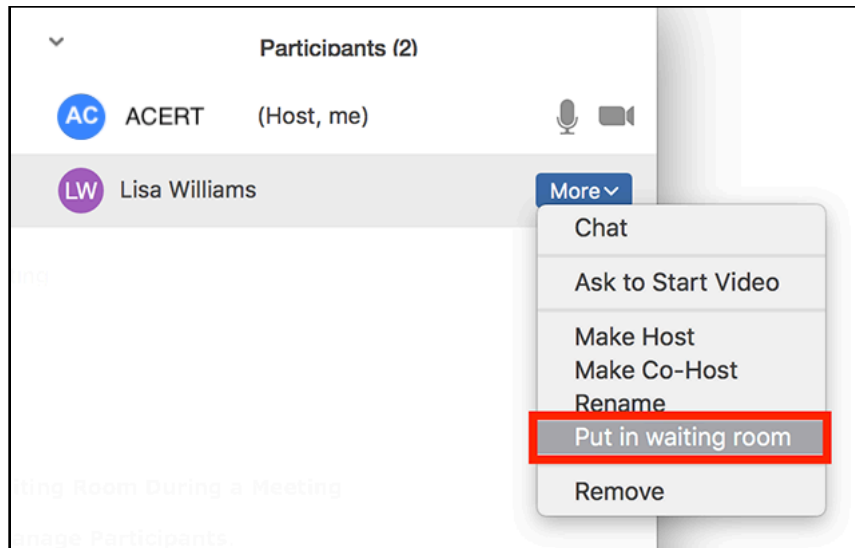


Manually “Admit” participants (c).



If a participant is disruptive, one option is to send them back to the waiting room.

In the “Manage Participants” window, click on the disruptive participant, click on “More,” then click “Put in waiting room.”



In the “Manage Participants” window, the Host can then return participants to the meeting at their discretion by clicking “Admit.”

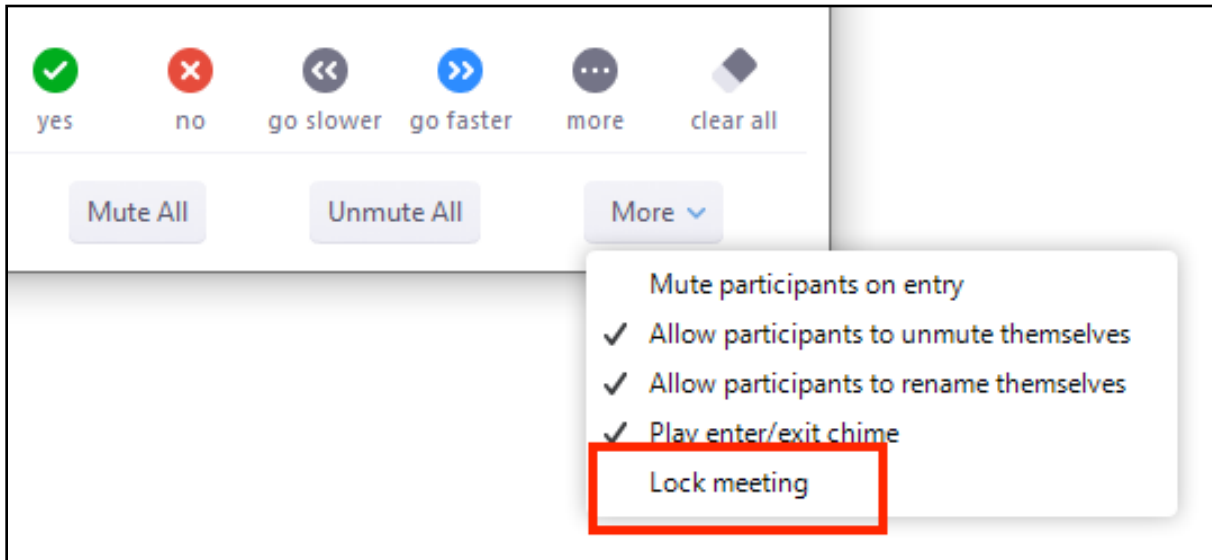
2. Lock the Meeting

Once all invited participants are in the meeting, the host can “Lock” the meeting to prevent unwanted visitors.

From the Host’s Toolbar, click “Manage Participants.”



Then click the “More” button and click “Lock Meeting.”



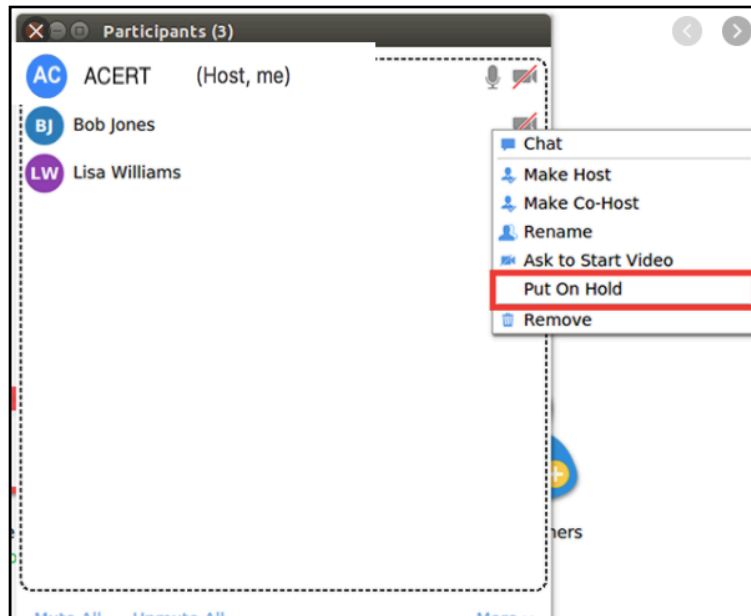
3. Put On Hold

If a participant is disruptive, another option is to put them on “Hold.” This will temporarily disable their participation in the meeting.

From the Host's Toolbar, click “Manage Participants.”



In the “Manage Participants” window, hover over the disruptive participant, click on “More,” then click “Put on hold.”



In the “Manage Participants” window, the Host can then return participants to the meeting at their discretion by clicking “Take Off Hold” next to the participant’s name.

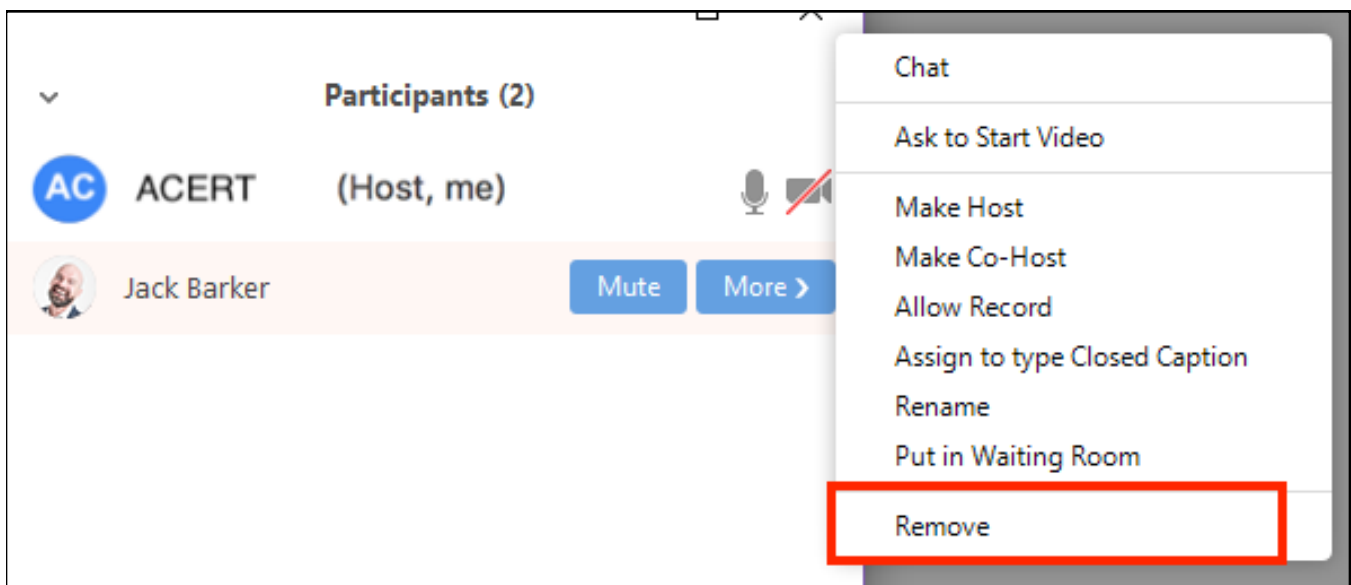
4. REMOVE Disruptive Participants

If a participant refuses to cooperate, the Host can eject them from the meeting by clicking “Remove.” This will completely remove the disruptive participant from the meeting.

From the Host’s Toolbar, click “Manage Participants.”



In the “Manage Participants” window, hover over the disruptive participant, click on “More,” then click “Remove.”



Additional Resources

[Preventing Zoom-crashers](#)

[USC Zoombombing Prevention](#)

[Zoom Support](#)