

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.

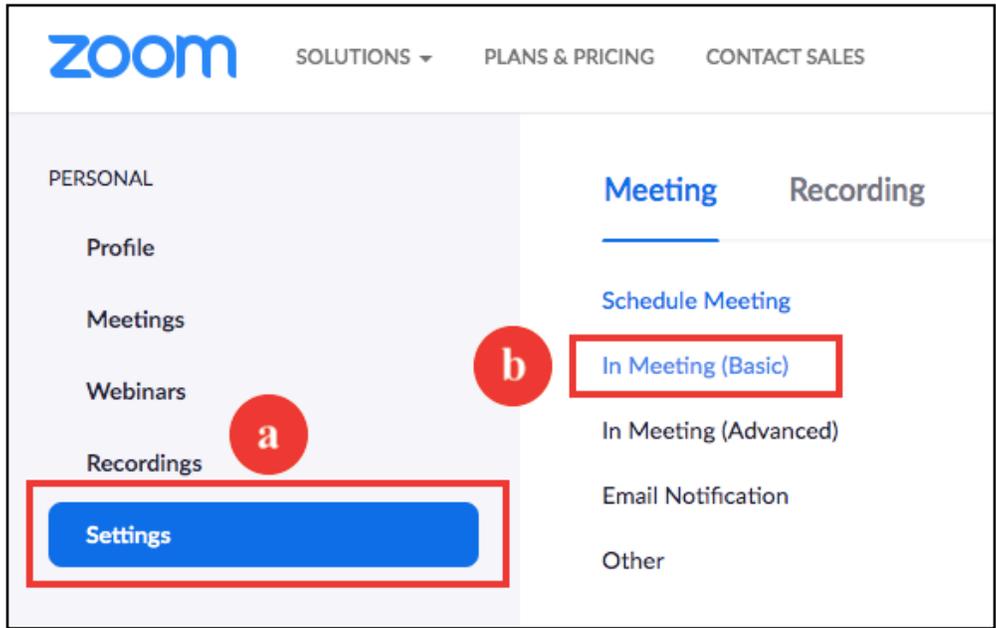


2. **Never use a personal meeting room.** Instead, create a dedicated meeting room for class sessions and office hours.

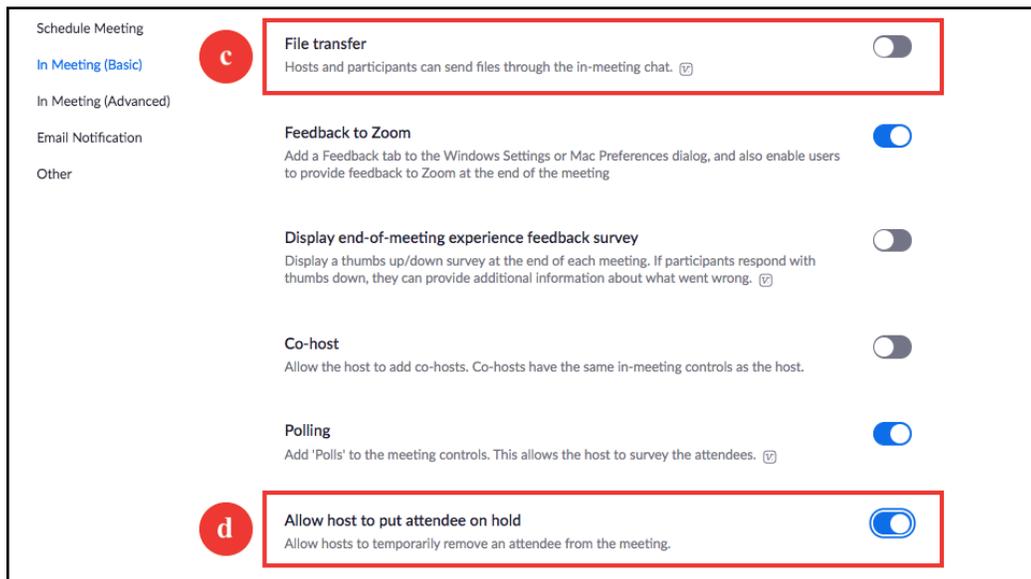


Settings

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).

The screenshot shows the 'Screen sharing' settings in a Zoom meeting configuration window. On the left, a sidebar lists 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. A red circle with the letter 'e' is positioned next to the 'In Meeting (Basic)' option. The main content area is titled 'Screen sharing' and has a toggle switch turned on. Below the title, it says 'Allow host and participants to share their screen or content during meetings'. Under the heading 'Who can share?', there are two radio button options: 'Host Only' (which is selected) and 'All Participants'. A second set of radio buttons under the heading 'Who can start sharing when someone else is sharing?' also has 'Host Only' selected.

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.

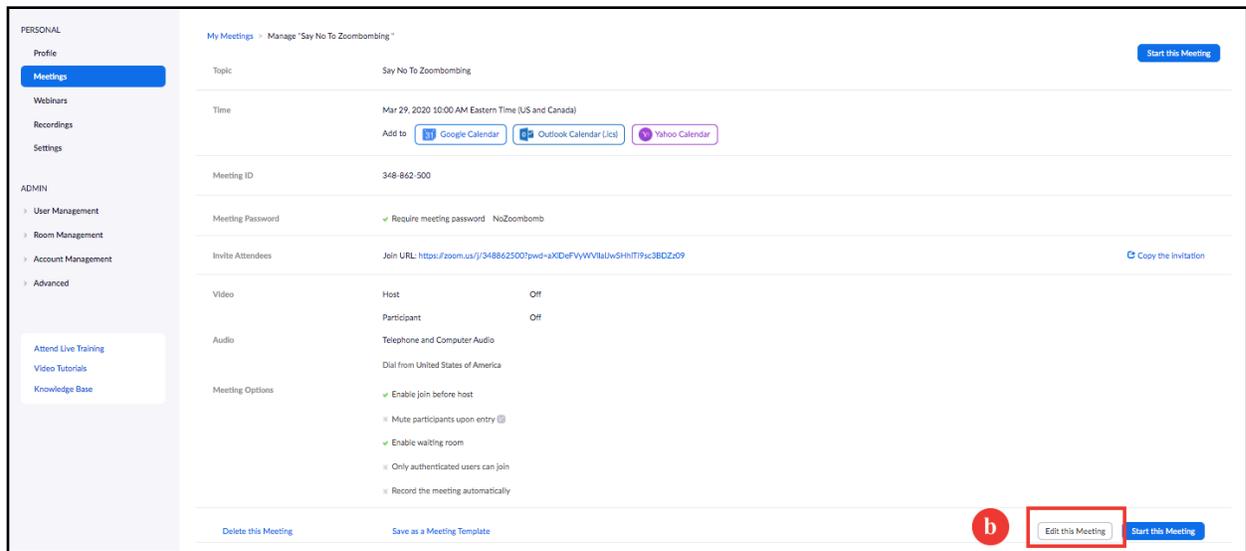
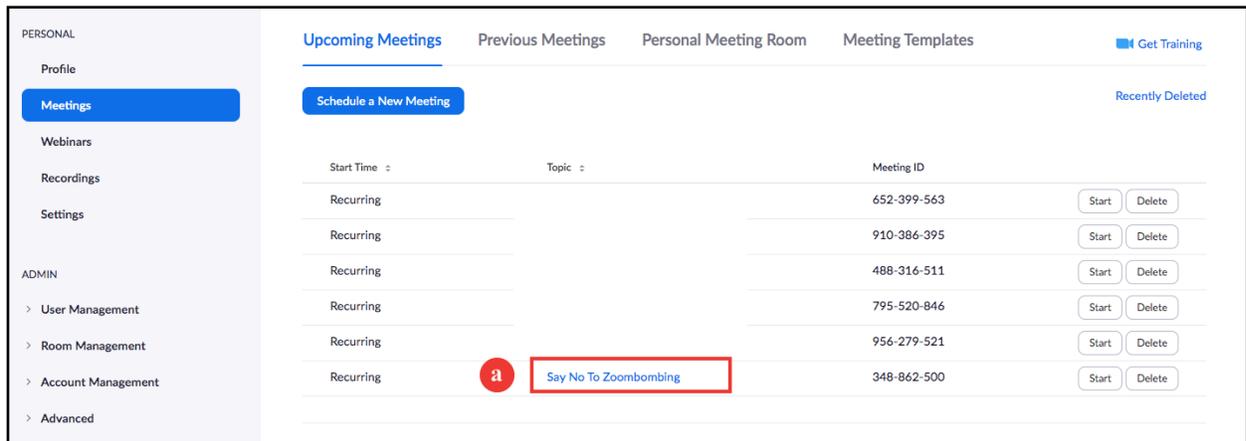
The screenshot shows the 'Waiting room' settings in a Zoom meeting configuration window. The sidebar on the left has 'In Meeting (Advanced)' highlighted with a red box and a red circle with the letter 'f' next to it. The main content area is titled 'Waiting room' and has a toggle switch turned on. Below the title, it says '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.' Under the heading 'Choose which participants to place in the waiting room:', there are two radio button options: 'All participants' (which is selected) and 'Guest participants only'. There is also a link to 'Customize the title, logo, and description'.

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

The screenshot shows the 'Virtual background' settings in a Zoom meeting configuration window. The sidebar on the left has 'In Meeting (Advanced)' highlighted with a red box and a red circle with the letter 'h' next to it. The main content area is titled 'Virtual background' and has a toggle switch turned off. Below the title, it says 'Allow users to replace their background with any selected image. Choose or upload an image in the Zoom Desktop application settings.' Below this, there is another section titled 'Identify guest participants in the meeting/webinar' with a toggle switch turned off. A descriptive paragraph follows: '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.



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 image shows a screenshot of the Zoom meeting options interface. It is divided into several sections: Meeting Password, Video, Audio, Meeting Options, and Alternative Hosts. At the bottom, there are 'Save' and 'Cancel' buttons. Three red circles with letters 'a', 'b', and 'c' are placed on the page to indicate specific actions. A red box highlights the 'Require meeting password' checkbox and the 'NoZoombomb' dropdown menu in the Meeting Password section, with a red circle 'a' next to it. Another red box highlights the 'Enable waiting room' checkbox in the Meeting Options section, with a red circle 'b' next to it. A third red box highlights the 'Save' button at the bottom, with a red circle 'c' next to it.

Meeting Password **a** Require meeting password NoZoombomb

Video Host on off
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 ⓘ **b** Enable waiting room
 Only authenticated users can join
 Breakout Room pre-assign
 Record the meeting automatically

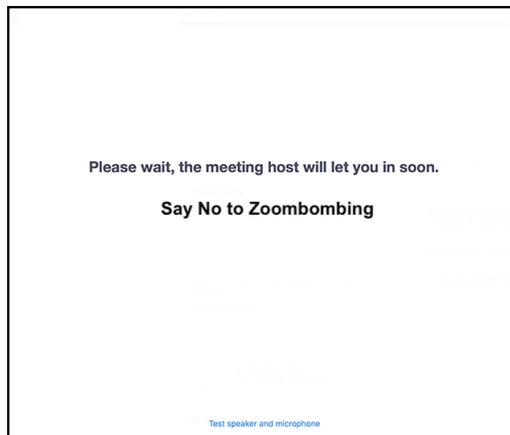
Alternative Hosts

c

Classroom Management

1. Using the WAITING ROOM

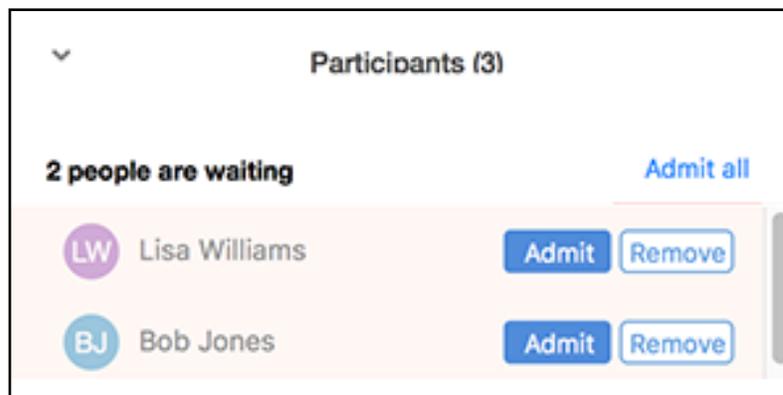
When participants enter they will see this screen:



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

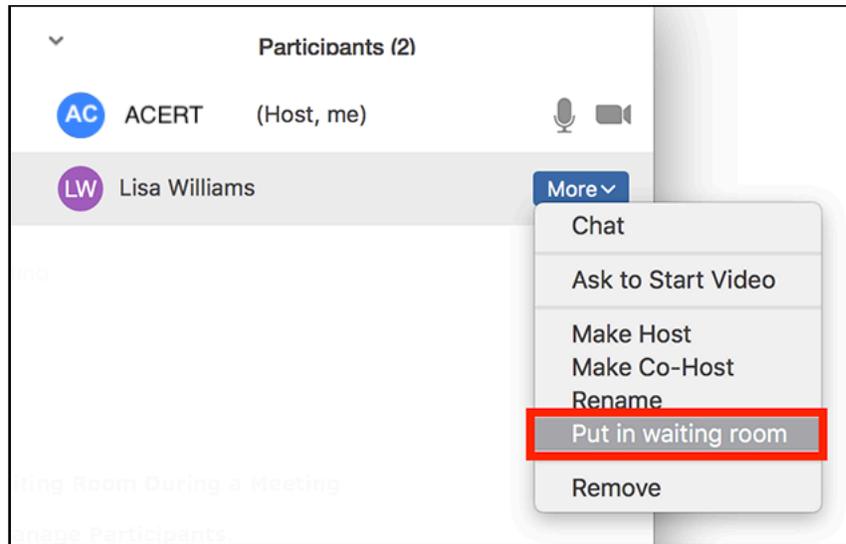


Manually "Admit" participants (c).



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.”

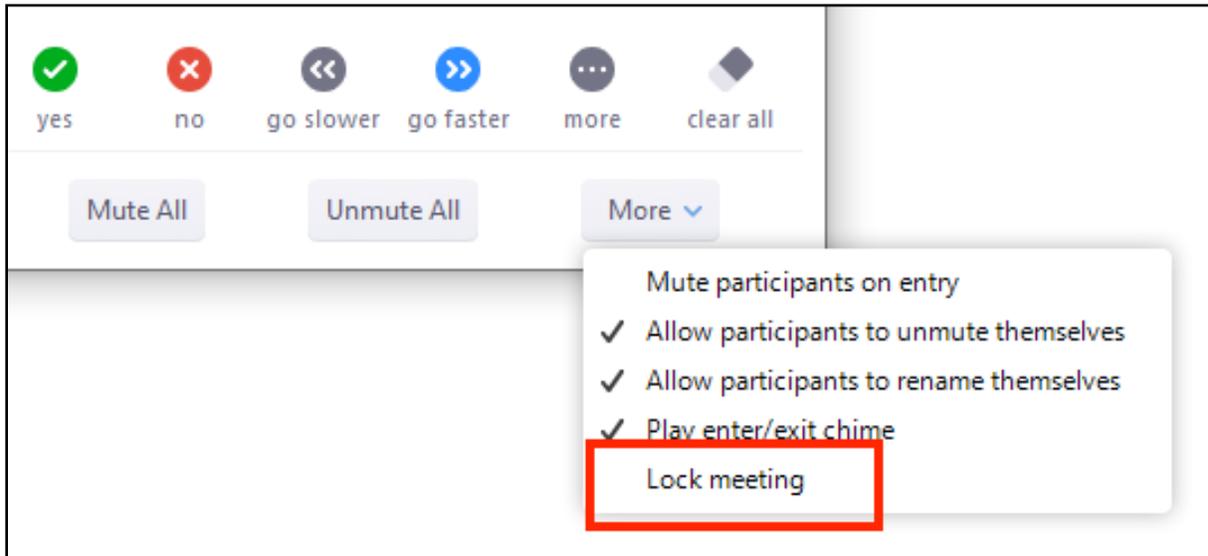
2. Lock the Meeting

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.”



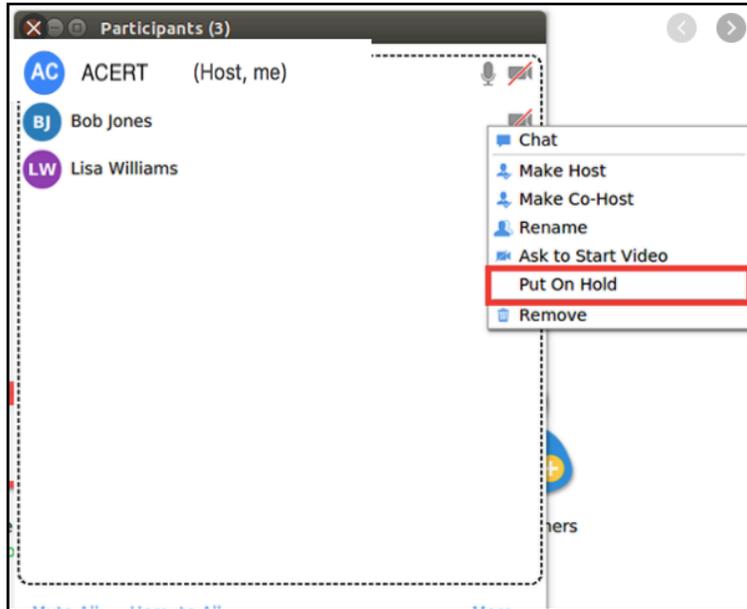
3. Put On Hold

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.”

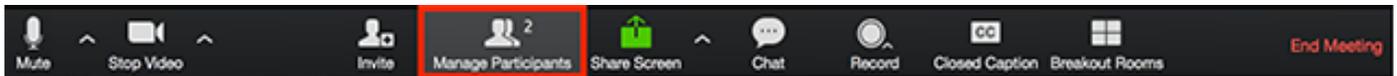


In the “Manage Participants” window, the Host can then return participants to the meeting at their discretion by clicking “Take Off Hold” next to the participant’s name.

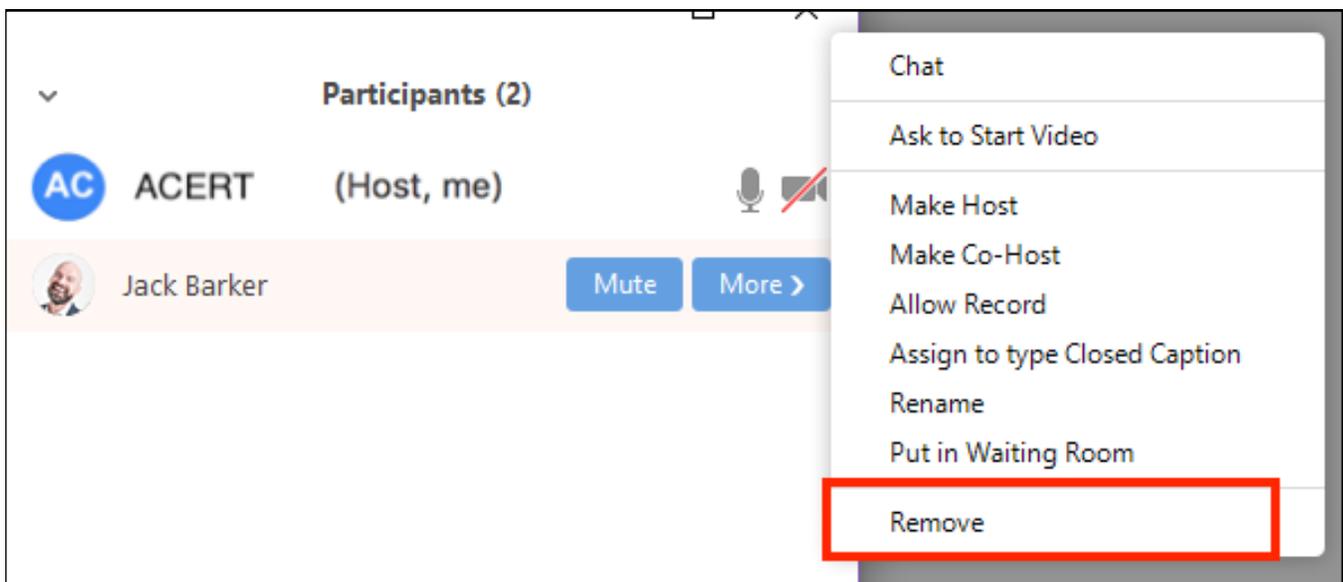
4. REMOVE Disruptive Participants

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](#)