



ZOOM

Best Practices for Securing Your Zoom Meeting

Zoombombing

Zoombombing is when an individual (invited or uninvited) joins a Zoom meeting and uses their video, audio, or screen sharing to share unwanted content during the session. This emerging form of trolling is meant to disrupt and interrupt meetings. (KSU, 2020). While most meetings won't be "Zoombombed", there are some safety measures that you can take when you host a Zoom meeting.

- **Check for Updates:** As security issues crop up and patches are deployed or functions are disabled, you should make sure you have the latest version of Zoom. In order to check, open the desktop application, click on your profile in the top-right, and select "Check for updates."

Scheduling a Meeting

- **Assign A Per-Meeting ID-Don't Use Your Personal Meeting ID:** Avoid using your [Personal Meeting ID](#) (PMI) to host public events. Your PMI is basically one continuous meeting - your personal virtual space; and once it is published, others can join at any time. See the [Scheduling meetings tutorial](#) for more information.
- **Require A Password To Join:** One of the simplest ways to prevent unwanted attendees is to [set a password](#) for your meeting. Enable "Require a password when scheduling new meetings", which will ensure a password will be generated when a meeting is scheduled. All participants require the password to join the meeting.
- **Disable Join Before Host:** Before starting a meeting, disable [Join Before Host](#) to keep users out before the host arrives. This is the current default, but double check to make sure that it is set for the meeting. When "Join Before Host" is enabled, anyone can enter at any time and create havoc with other participants before the meeting officially starts.
- **Enable the Waiting Room:** Before you start your meeting, enable the [Waiting Room](#) for your meeting. Meeting hosts can customize Waiting Room settings for additional control, and can even [personalize the message](#) that people see when they enter the Waiting Room so they know they're in the right spot. This is a good way to post rules and guidelines for your event such as your screen sharing or muting policies.
- **Disable Participant Video And Audio Upon Entry:** You can configure your meeting room so that every participant's [video and audio feed is disabled](#) when first joining.

Once the Meeting Starts

- **Require All Participants To Sign In With Their First And Last Names**
- **Assign a Co-Host:** For larger meetings, identify a co-host or two ahead of time whose role is to be a virtual room monitor and manage order during the meeting by managing the participants.
- **Prevent Screen Sharing By Non-Hosts:** To [prevent participants from screen sharing](#) during a call, use the host controls at the bottom of the window, click the arrow next to Share Screen and then choose Advanced Sharing Options. Under “Who can share?” choose “Only Host” and close the window. You can also lock the Screen Share by default for all of your meetings in your web settings.
- **Muting Participants:** Use the mute button to avoid unwanted sharing. During the meeting, a host or co-host can click on the More and Mute All Controls at the bottom of the Participants list. On the Participants List, click Mute All to mute all meeting attendees. See the [Mute and Unmute All tutorial](#) for more information.
- **Turn Off Annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. [Disable the annotation feature in your Zoom settings](#) to prevent people from writing all over the screens.
- **Lock The Meeting After All Participants Are In The Zoom Session:** You can [prevent additional participants](#) from joining your meeting once it has started. When you're in the meeting, click Participants at the bottom of your Zoom window. In the Participants box, click Lock Meeting to prevent new participants from joining, even if they have the meeting ID and password.
- **Remove Unwanted Participants From The Session:** You can [remove any unwanted participant](#) from your meeting using the participant management window. In the participant's menu, mouse over a participant's name and then click Remove. Lock the Meeting to prevent them from returning to the meeting.

More Information:

To watch video tutorials or read support articles, please visit the [Zoom Help Center](#)