Best Practices to Prevent Zoom Bombing

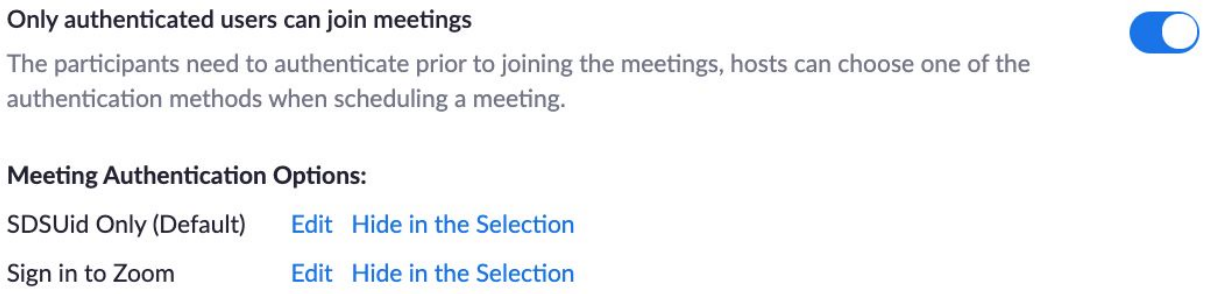
What is Zoom-Bombing?

Zoom-bombing is when an unauthorized/authorized attendee joins a Zoom meeting session in order to cause disorder by saying offensive things and/or sharing unwanted images such as pornographic and hate filled images.

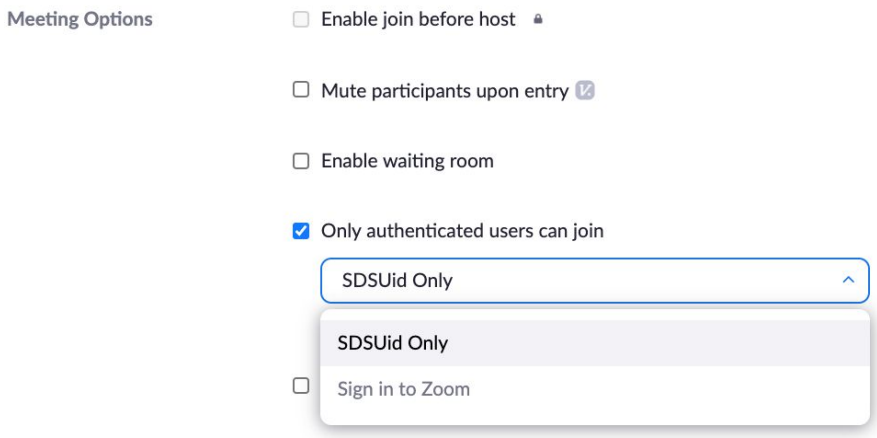
Prevent Zoom-bombing

There are several tactics and settings to help prevent unauthorized guests from your attending your Zoom meeting. The following option will lock your meeting to only those that have Zoom accounts. Login to sdsu.zoom.us with your SDSUid to make changes.

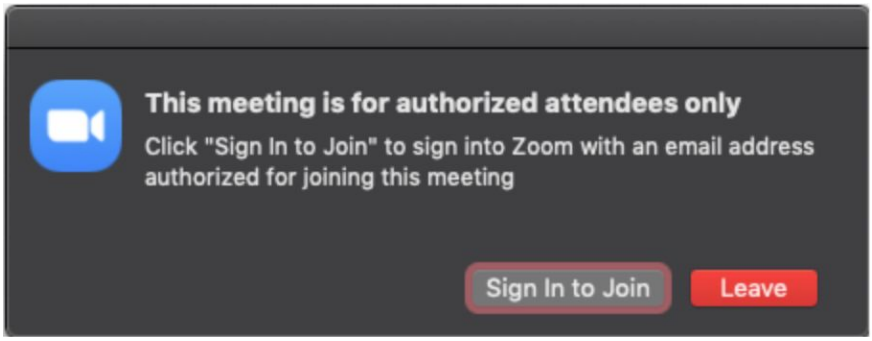
Only authenticated users can join meetings
Go to Settings, then under the “Meeting” tab scroll down and make sure the “Only authenticated users can join meetings” option is enabled. This enables this feature for any new meetings, alternatively the same change can be made to existing meetings in the existing Meeting’s settings.



“Only Authenticated Users can join” has two options: select “SDSUid Only” if it is an internal meeting, or “Sign in to Zoom” if the meeting has external invited guests with non SDSU accounts.



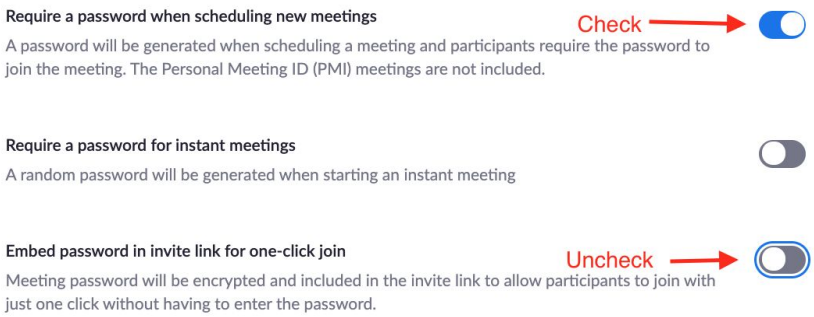
If someone tries to join your event and haven't logged into with their SDSUid they may receive this message:



Secure your meetings with a password

For an added layer of protection, secure your meetings with a unique password. When participants go to enter the Meeting, they'll need both the meeting link/ID and password in order to gain access. **Remember**: only share passwords with meeting attendees. Do not share them publicly. And do not embed the password in the meeting link.

Go to Meeting Settings and select the following options



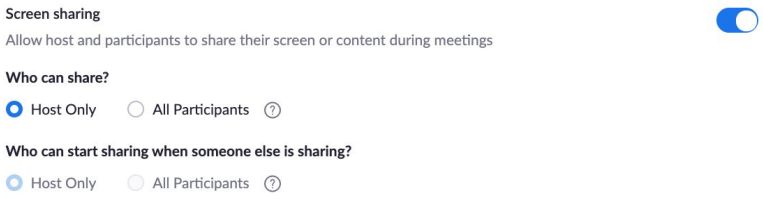
If the meeting is a public meeting consider using the **Webinar** format and the Senators as panelists. Licenses are limited please submit a ServiceNow ticket to inquire about a temporary license. Please see Instructional Technology Services's best practices when using webinar.

Other Settings to help secure your meeting
These settings are general best practices. Some meeting needs may differ.

Create a waiting room
Another way to avoid Zoom-bombing is by creating a waiting room. Managing meeting participants is key: by enabling the waiting room feature, participants can't get into the call until you — the host or co-host(s) — lets them in

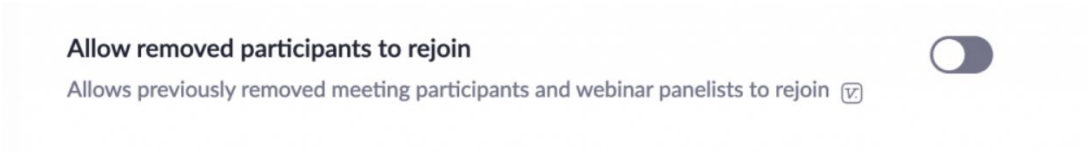
Disable Private Chat
Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat with each other during your meeting. This prevents anyone from getting messages during the meeting.

Make sure only the hosts can share their screens

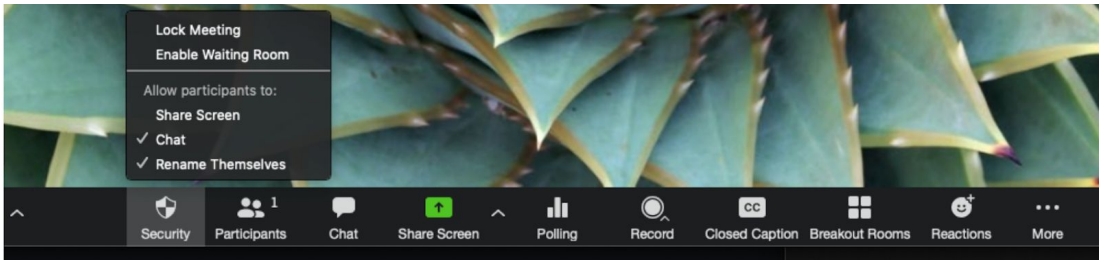


Select Host Only by default, if during the meeting screen share is needed it can be easily enabled.

Allow Removed Participant to Rejoin
When you kick someone out of your meeting for any reason, they shouldn't be able to come back. Turn of this setting



Use the Security Icon
Security icon: Zoom's security features, which had previously been accessed throughout the meeting menus, are now grouped together and found by clicking the Security icon in the meeting menu bar on

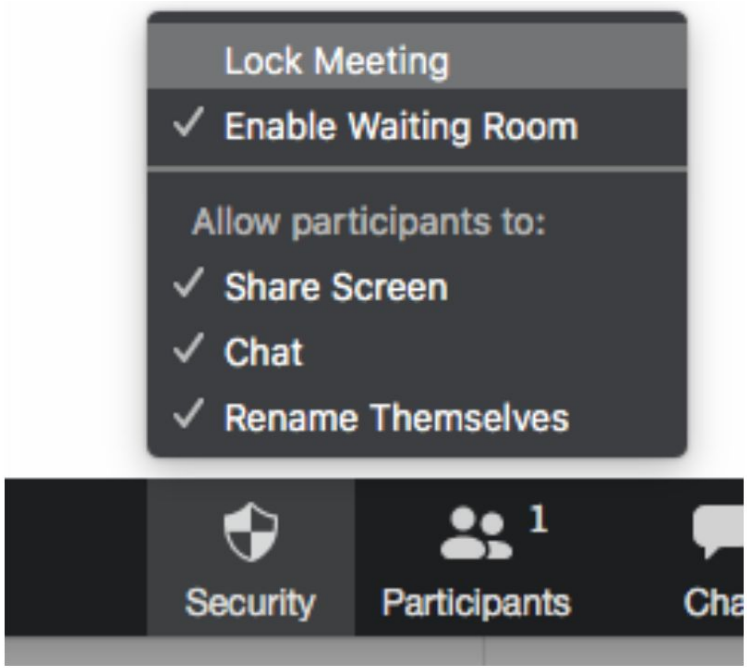


the host's interface.

When in doubt, kick them out
If a disruptive participant manages to get into your meeting, you have the option to kick them out. To do so, click the "Participants" button, then mouse over the unruly participant's name and select "Remove." Once removed, they won't be able to rejoin.

Prevent Participants from Renaming Themselves
Upon entering a Zoom meeting, participants are automatically given names based on their Zoom account or their computer's username. These names are displayed in the participant panel and on the video thumbnails. By default, participants can opt to change their names in the Zoom meeting, and the host can choose to rename participants too.

Click the "Security" button on the Zoom control bar. Under the heading "Allow participants to:" click on "Rename Themselves," and ensure there is **no** checkmark next to Rename Themselves.


Lock Meeting
Enable Waiting Room
Allow participants to:
Share Screen
Chat
Rename Themselves
Security
1
Participants
Cha