

# How to Avoid the “ZoomBomb”

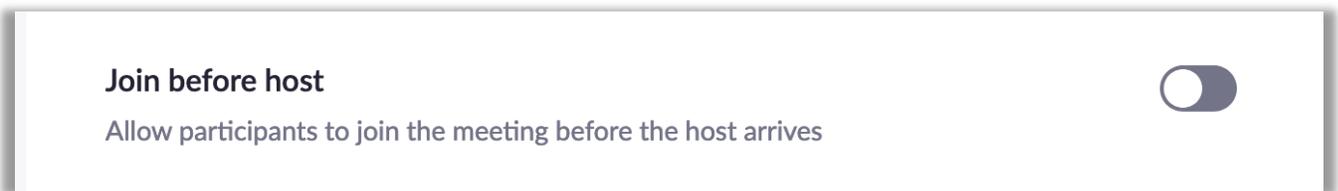
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These changes to the default settings are recommended for anyone who is hosting Zoom conferences open to the public or with children attending. Changing these settings will help you keep control of your meeting and focus on your content.

## Join before host

 The participants could be having a party without you there to monitor.

**Recommendation:** Turn off

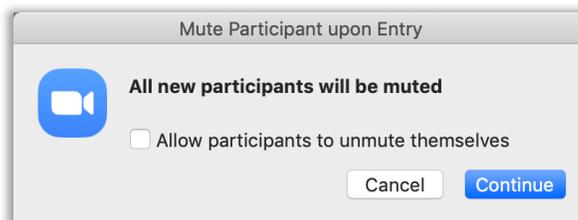
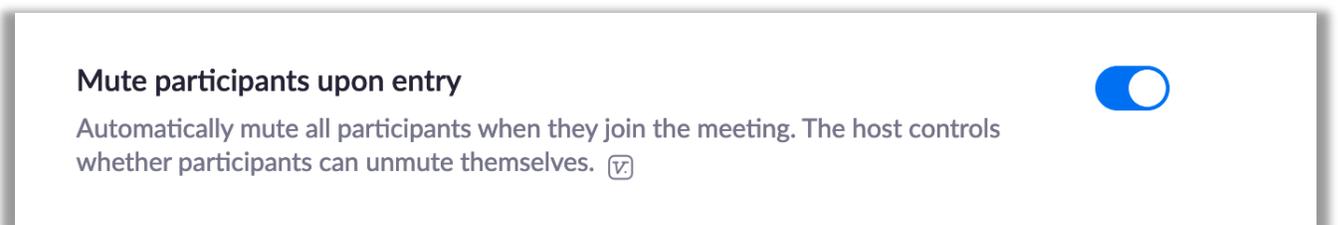


## Mute participants upon entry

 Barking dogs and crying babies can take over your meeting unintentionally. So can the participant who is singing their favorite heavy metal song at the top of their voice.

You might also consider disallowing participants to unmute themselves. In that case participants can use the “Raise hand” feature or the chat room to indicate when they want to speak. You can manually unmute them.

**Recommendation:** Turn on



## Private chat



The chatroom is one of the key ways to get live feedback and participation with your participants. We want to see all the communication that is happening. Disabling private chat will help tamp down any possible bullying or harassment during your meeting. They can use discord or text messages if they need a backchannel.

**Recommendation: Turn off**

**Private chat** 

Allow meeting participants to send a private 1:1 message to another participant.

## File transfer



The ability to send files to your participants is very handy for you. Not so helpful if the participants are sending inappropriate (even unintentionally) files/gifs/images to the group. Put your files on Google Drive, Dropbox, 3C Media, etc. and give them download links.

**Recommendation: Turn off**

**File transfer** 

Hosts and participants can send files through the in-meeting chat. 

## Allow host to put attendee on hold



Sometimes participants have environmental consideration that require you to step in and pause them. The participant could have someone enter the room. They could have a TV running behind them. They might have forgotten to dress appropriately...

**Recommendation: Turn on**

**Allow host to put attendee on hold** 

Allow hosts to temporarily remove an attendee from the meeting.

## Screen sharing



Your company department meeting is a great place for colleagues to share their business work with the group. Your classroom might not be. Participants can take over the session share and put anything they would like on screen for all in attendance. You can make a participant a co-host if you would like someone else to share their screen.

**Recommendation:** Turn on *“Host Only”*

### 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 

## Disable desktop/screen share for users



We don't need to see the personal photos and information of your co-host when they share. This setting will enable them to share an Application (PowerPoint, Firefox, Chrome, PowerShell, etc.) only. You should consider only sharing applications yourself.

**Recommendation:** Turn on

### Disable desktop/screen share for users

Disable desktop or screen share in a meeting and only allow sharing of selected applications. 

## Annotation



Annotation gives you the ability to “draw” over the screen. It also gives that to your participants. They can draw anything that comes to mind over your presentation, your face, or anything else.

**Recommendation: Turn off**

**Annotation** 

Allow participants to use annotation tools to add information to shared screens 

## Remote control



This is a handy support feature in a 1:1 session. You don't want participants constantly requesting remote control of your desktop during meetings.

**Recommendation: Turn off**

**Remote control** 

During screen sharing, the person who is sharing can allow others to control the shared content

## Allow removed participants to rejoin



When you kick someone out of your meeting for any reason, they shouldn't be able to come back.

**Recommendation: Turn off**

**Allow removed participants to rejoin** 

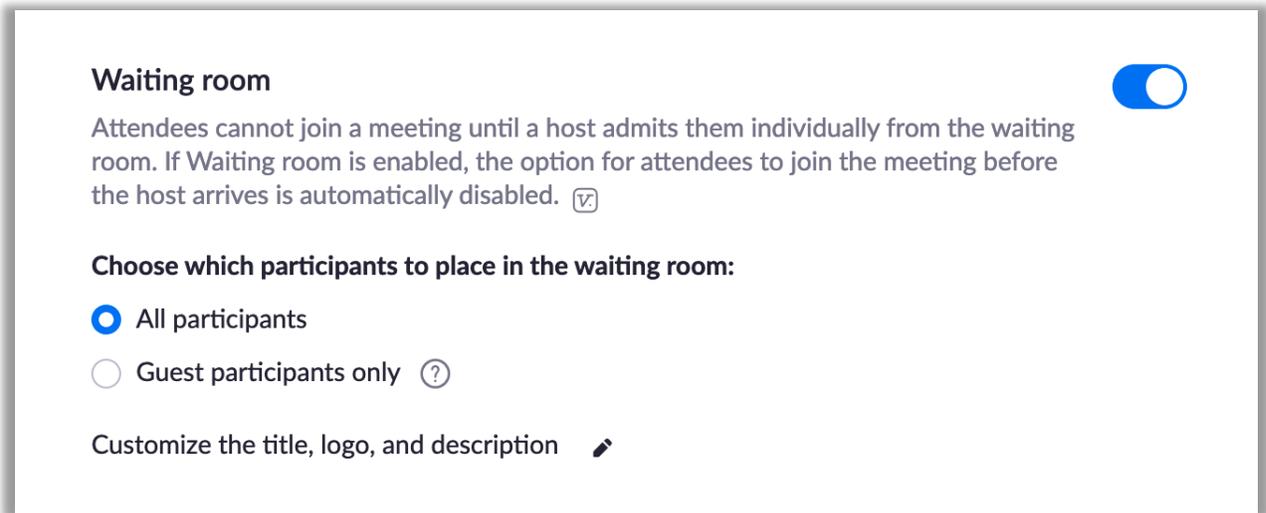
Allows previously removed meeting participants and webinar panelists to rejoin 

## Waiting room



This is perhaps the most useful feature to help control your meeting or classroom. All participants will enter the waiting room before joining the main session. This allows you to let participants in as you are ready to receive them.

**Recommendation:** Turn on and customize



## Optional: Consider locking your meeting once everyone is in attendance.



This is useful if you have a private meeting and know everyone is in attendance already. This will eliminate other unwanted participants from joining. This could also be used if you don't want people to enter after the start time.

