

Preventing “Zoombombing”

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The current pandemic has dramatically increased the use of Zoom for virtual meetings. With the increased popularity, people are finding creative ways to “Zoombomb” people’s meetings, either randomly finding your meeting ID and crashing your meeting, or suddenly sharing inappropriate materials. The goal of this document is to teach you how to prevent either of these scenarios from happening.

Overview

For those familiar with Zoom, this list will give you a quick reference to the options available. Detailed steps are listed below. Click the [blue](#) text to get a link to the details.

Keeping people out when your meeting starts

- Turn on the [Waiting room](#). (Recommended)
- Set your meeting room up to [require a meeting password](#).
- [Require participants to login to Zoom](#) (Highly Recommended for course meetings)

Keeping People out after the meeting starts

- Turn on the [Waiting room](#). (Recommended)
- [Lock the meeting](#) when all attendees are present.

Managing Participant Behaviors

- [Disable screen sharing](#) for all participants (Highly Recommended for course meetings)
 - Make participant a co-host if you want them to share their screen
- [Control Participant Audio](#)
 - Use the *Mute participants on entry* setting to mute all microphones on entry (Highly Recommended at all times)
 - Allow Participants to Unmute Themselves option (On by default)
- [Allow participants to rename themselves](#) (on by default)
- [Control Participant Video](#)
 - Learn to [turn off video](#) in the Participant List (Highly Recommended at all times)
 - Only solution to keeping people from loading inappropriate images as virtual background, unless Virtual backgrounds are turned off at the group or account level.
- [Restrict Text Chat](#)
- [Learn to Remove participants](#) (Highly Recommended at all times)
- [Identify guest participants in the meeting](#)

Keeping people out when your meeting starts

Within this scenario there are a number of strategies depending on who you want to let into your room.

- **Setup a *Waiting room***

- a. Login to the Zoom portal at <https://washington.zoom.us>
- b. Click **Settings** in the left hand menu.
- c. Scroll down towards the bottom and find the setting that says **Waiting room**
- d. Make sure it is turned on with the button on the right. It should be blue.
- e. Now decide who you want to put in the waiting room:
 - **All participants** or **Guest participants only**. If you select **All Participants** then anybody that tries to get into your room will be blocked and you will have to admit them to the room. If you select the **Guest participants only** option, only those people who aren't logged into a Zoom account will be put into the waiting room.
- f. Using the Waiting room will always guarantee somebody doesn't catch you off guard.
- g. To grant entry to a meeting when people are in the waiting room:
 - Mouse over a participant's name and click the **Admit** button.
 - To admit everybody at once, click the **Admit** all link

- **Set a password**

- a. Login to the Zoom portal at <https://washington.zoom.us>
- b. Click the **Meetings** link in the left nav bar
- c. Click the **Schedule a New Meeting** button or click on an existing meeting in the list.
- d. Scroll to the middle of the page and tick the **Require meeting password** box.
- e. Copy the numeric password or create your own.
- f. Scroll to the bottom and click the **Save** button

- **Require Authentication**

- a. Login to the Zoom portal at <https://washington.zoom.us>
- b. Click **Settings** in the left hand menu.
- c. Scroll down and find the **Only authenticated users can join meetings** option. Make sure it is turned on.
 - Once it is turned on you will now see two options: **UW NetID required** and **UW NetID not required**. By turning this on you now have the ability to select one of these options when you schedule a new meeting.
- d. Start scheduling a new meeting and when you get to the advanced options you can tick the **Only authenticated users can join** option.
- e. Select the account type you want to let into your meeting, **NetID required** or **NetID not required**.
- f. When users try to enter your meeting room, they will be asked to login using the method set in the meeting configuration. *Note: if using the uw NetID option, instruct users to use the SSO login option.*

Keeping People out after the meeting starts

These two strategies will keep people out of your meeting rooms after a meeting has started.

- Set up a [Waiting Room](#) using the instructions above.
- Lock the room
 - a. Log into your meeting room using the url or meeting ID
 - b. Click the **Manage Participants** tab on the meeting control bar.
 - c. Click the More button
 - d. Select the Lock Meeting option. The meeting will lock immediately and nobody will be able to enter.
 - i. There is no indication to you as the host that somebody is trying to get in. Those trying to get in a message that says: “This meeting has been locked by the host”

Managing Participant Behaviors

- Disable screen sharing for all participants
 - There are two ways to adjust the settings for screen sharing; the Zoom Portal and during a Zoom meeting
 - Zoom Portal
 - Login to the Zoom portal at <https://washington.zoom.us>
 - Click **Settings** in the left hand menu.
 - Scroll down and find the **Screen sharing** option. This should be turned on by default. If it isn't turned on, turn it on. There are two settings for this option.
 - **Who can share?**
 - **All Participants.** This setting makes it so anybody in the room can share their screen.
 - **Host Only** - Most secure, only allowing a host to share their screen. (Default)
 - **Who can start sharing when someone else is sharing?**
 - **All Participants.** With this setting turned on, anybody in the room can interrupt a current screen share and share their own screen.
 - **Host Only** - More secure. If the host is sharing, nobody can interrupt.
 - **Impact of Different Combinations: Who can share / Who can start sharing**
 - Host Only / Host Only - Most secure. Only the host will ever be able to share. If you want somebody to share their screen with this setting, you can temporarily change the **Who can share?** Option to everybody and ask the individual to share their screen. The other option to have somebody screenshare with this setting is to make them a co-host and ask them to share. When they are finished, remove the co-host permission.
 - All Participants / Host Only - Medium secure. If host is sharing, nobody else can start sharing. If host isn't sharing, anybody can share, but the first participant to start sharing will have control as nobody else can interrupt them.

- All Participants / All Participants - Least secure. This is the wild, wild west of screen sharing! Everybody can share and everybody can interrupt anybody else sharing. **NOT RECOMMENDED!**
- Zoom Meeting
 - When logged into a Zoom meeting you can adjust screen sharing settings on the fly. The settings here are identical to those in the Zoom Portal. See the [details above](#) for information about each setting.
 - Start your Zoom meeting.
 - Click the small up arrow next to the green, **Share Screen** button.
 - Click, **Advanced Sharing Options...**
 - Adjust the settings based on the screen sharing descriptions in the [Zoom Portal](#) above.
- **Control Participant Audio**
 - Use the **Mute participants on entry** setting to mute all microphones on entry. This can be set as a default in the Zoom Portal, adjusted when creating a new meeting room and adjusted on the fly in a meeting room.
 - Zoom Portal
 - Login to the Zoom portal at <https://washington.zoom.us>
 - Click **Settings** in the left hand menu.
 - Scroll down and find the **Mute participants upon entry** option and make sure it is turned on.
 - Schedule a New Meeting
 - Login to the Zoom portal at <https://washington.zoom.us>
 - Click the **Meetings** option in the left menu.
 - Click the **Schedule a New Meeting** button
 - The **Mute participants upon entry** option should already be ticked. If not, tick the box and finish the room configuration.
 - Meeting Room Settings
 - There are a number of options for controlling audio in a meeting room. To find these options:
 - Login to your meeting room
 - Click the **Manage Participants** button
 - At the bottom of the Participants panel, click the **More** button
 - Always leave the **Mute Participants on Entry** button checked.
 - Uncheck or check **Allow Participants to Unmute Themselves**. Unchecked is more secure but requires more effort on the host's part to manually unmute participants when they need to speak.
 - **Allow Participants to Rename Themselves.**
 - Uncheck this option to force students to use the name attached to their UW NetID. This is more secure, but doesn't allow students that go by a different name from what is on their NetID to change their name.
- **Control Participant Video**
 - There are two different types of video to manage in Zoom, raw video from participants' cameras, and **Virtual Backgrounds**.
 - **Participants Video**

There are minimal options for controlling **Participant Video**. It can be controlled through the **Zoom Portal**, when **Scheduling a New Meeting**, and in a meeting room.

- **Zoom Portal**

- Login to the Zoom portal at <https://washington.zoom.us>
- Click **Settings** in the left hand menu.
- Scroll down and find the Participants Video option.
- Decide whether you want video on or off by default when scheduling a new meeting. This is not a permanent setting as participants can always turn their video on or off.

- **Scheduling a New Meeting**

- Login to the Zoom portal at <https://washington.zoom.us>
- Click the **Meetings** option in the left menu.
- Click the **Schedule a New Meeting** button
- Scroll down to the **Video** section and adjust the settings to your liking, knowing that participants can change them at will once your meeting starts.

- **Meeting Room**

- Hosts in a meeting room have two options in managing participant video. These options are managed through the participants panel.
 - Login to your meeting room
 - Click the **Manage Participants** button
 - If a participant's video is turned off, as a host you can request that a participant turn their video on. To do this:
 - Mouse over the participant's name in the **Participants List** and click the **More** option.
 - Click the Ask to Start Video option. The participant will receive a popup window that says; "The host has asked you to start your video." The options for the participant are; "Start My Video" or "Later".
 - If a participant's video is turned on and inappropriate behavior is being exhibited, or the video is distracting;
 - Send a private message asking them to stop the behavior being exhibited.
 - If the private message is ignored or the behavior is lewd and or severely inappropriate, mouse over the participant's name in the **Participants List** and click the **More** option.
 - Click **Stop Video**. This stops the participant's video stream permanently until the host asks them to start video again.

- **Virtual Backgrounds**

Virtual backgrounds are very popular, especially now that a high percentage of workers are telecommuting. They can hide your normal room appearance when working from home. Zoombombing has also started occurring in Zoom sessions through the use of inappropriate photos and videos as Virtual Backgrounds.

There are two solutions to inappropriate virtual backgrounds; turning them off

entirely for all meeting rooms, or stopping the video of participants behaving inappropriately.

- Disallowing Virtual Backgrounds
 - The virtual background setting in the Zoom Portal only controls backgrounds for your personal Zoom account. If others have the setting turned on in their Zoom account, they will have virtual backgrounds and you won't.
 - To turn on, or turn off Virtual backgrounds:
 - Login to the Zoom portal at <https://washington.zoom.us>
 - Click **Settings** in the left hand menu.
 - Scroll down and find the **Virtual backgrounds** option. Click the button to toggle them on or off.
 - Log out of your Zoom Desktop Client, the Zoom software that runs constantly on your computer.
 - Log back into the Zoom Desktop Client and the setting chosen will function appropriately.
 - The only way to get rid of Virtual backgrounds for all Zoom rooms is to have the feature turned off at a group or account level
- Stop Participants Video

If a participant has enabled Virtual backgrounds in their Zoom settings, and is using an inappropriate Virtual background, stop their video per the [instructions listed above](#).

- **Restrict Text Chat**

Text chat is one of Zoom's most basic functions. There are a number of settings available in a Zoom room and this is the easiest way to manage text chat.

- Login to your meeting room
 - Click the Chat icon on the bottom control bar.
 - Click the More options icon (3 horizontal dots) in the lower right of the chat window.
 - The options include
 - No One
 - Host Only - Most secure and best for large sessions
 - Everyone Publicly - Ends all private chats
 - Everyone Publicly and Privately - Default
- As soon as you select an option it goes into effect

- **Identify guest participants in the meeting**

This setting isn't a huge security item, but if you are curious as to who in a meeting doesn't belong to your Zoom organization, this will help you identify those individuals.

- If participants aren't a member of the UW organization, they will have "Guest" next to their name.
- To set this up:
 - Login to the Zoom portal at <https://washington.zoom.us>
 - Click **Settings** in the left hand menu.
 - Scroll down and find the **Identify guest participants in the meeting/webinar** option. Turn it on or off.

- If turned on, you and any UW participants will see **Guest** next to the names of people that are outside the UW organization.

- **Remove participants**

If someone gains entry to your meeting room and is exhibiting serious inappropriate behavior, the only option might be to remove them from the room. To remove a participant from a meeting room:

- Click the **Manage Participants** icon.
- Mouse over the participants name and click the **More** button.
- Click the **Remove** option.
- Zoom will pop up a window asking if you are sure you want to remove the participant.
Click
- .The participant will get a popup telling them they have been removed from the meeting.
- Default setting is that a participant removed from a meeting may not return for the rest of that meeting.