

# Preventing Zoom-Bombing in Your Meetings

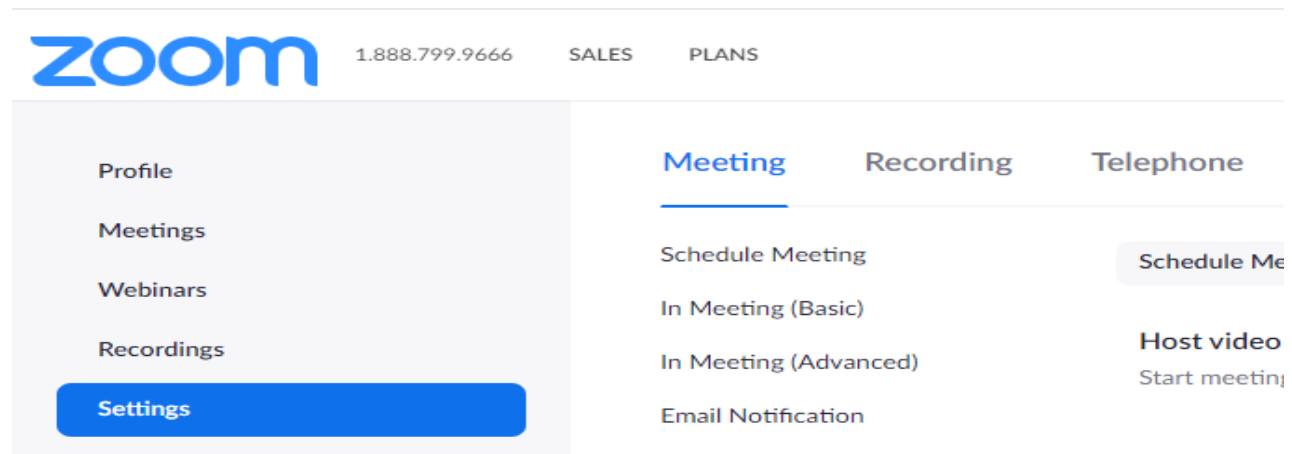
## What is Zoom-bombing?

Zoom-bombing refers to someone disrupting or "gate-crash" Zoom virtual meeting or online class. These individuals use the Zoom webinar platform to share racist, sexist, vulgar, violent, pornographic or similar undesirable images or language. However, there are recommended settings in Zoom that can help protecting you and your students from falling victim.

## Reminders

- Avoid sharing your meeting link on social media or other public forums, that makes your event extremely public. Anyone with this link can join your meeting.
- Familiarize yourself with the Zoom's settings and features so you can understand how to protect your virtual space when you need to.

Log into your [ConferNow/Zoom](#) > Account Settings > change the following:




### Recommend Settings:

- Join before host – OFF
- Mute participants upon entry – ON
- Private chat – OFF
- File transfer – OFF
- Allow host to put attendee on hold – ON
- Screen sharing – ON with “Host Only”
- Disable desktop/screen share for users – ON
- Annotation – OFF
- Remote control – OFF
- Allow removed participants to rejoin – OFF
- Waiting room -- ON

## Join before host


Allows your students to join the meeting before you. OFF


**Join before host** 

Allow participants to join the meeting before the host arrives

## Mute participants upon entry


It is highly recommended that you (host) to mute participants upon entering your meeting to prevent unnecessary interruption. ON

**Mute participants upon entry** 

Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. 

## Private chat


OFF


**Private chat** 

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

## File transfer


It prevents your students from sending inappropriate files and images to the group. You can upload your files directly into Canvas. OFF

**File transfer** 

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

## Allow host to put attendee on hold


The ability for you to pause any student during your meeting. ON

**Allow host to put attendee on hold** 

Allow hosts to temporarily remove an attendee from the meeting.


## Screen sharing

Allows only instructors (host) to share their screen with students, not the other way around. 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

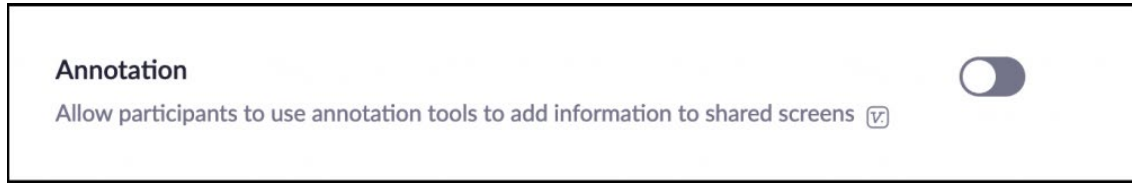
You should consider only sharing applications yourself. ON

**Disable desktop/screen share for users** 

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

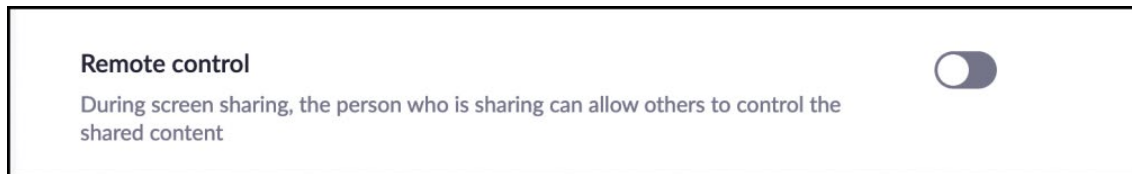
## Annotation

Annotation gives you the ability to “draw” over the screen, but you don’t want your students to draw what comes to mind over your presentation. OFF



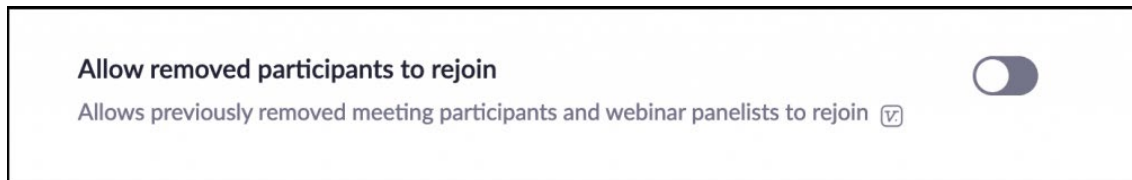
## Remote control

This feature works perfectly in a 1:1 session. You don’t want your students to request remote control of your desktop during meetings. OFF




## Allow removed participants to rejoin


It takes the ability from students to join back your meeting after you remove them. OFF



## Waiting room


Students can't join the meeting until instructor 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. **TURN ON & CUSTOMIZE**


**Waiting room** 

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. 

**Choose which participants to place in the waiting room:**

All participants

Guest participants only 

Customize the title, logo, and description 

If you have any question, please don't hesitate to contact us via email at [IThelp@smc.edu](mailto:IThelp@smc.edu)