"Zoombombing"

What is it? - [Zoombombing: When Video Conferences Go Wrong](#) - NYT Article

In addition to the [settings we recommended earlier](#), here are some settings and best practices to help you address Zoombombing in your class. For additional information, please review this article from Forbes on [Tips for Making Virtual Meetings More Secure](#)

Settings and Best Practices

1. Keep it SHORT. The longer you keep students in a synchronous environment, the more time they have to get squirrely and the more time Zoombombers have to hijack your class.	
2. Do not allow students to join a meeting before you.	**Turn OFF "Join Before Host"** Settings → Schedule Meeting Join before host OFF ——→ ◯ Allow participants to join the meeting before the host arrives **OR ...** You can **Enable the "Waiting Room,"** which requires you to admit each student into the class. Enabling the waiting room will automatically turn "Join before host" OFF. Settings → In Meeting (Advanced) Waiting room Turn this ON to admit students one at a time ——→ ● 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.
3. Meet your students at the virtual door. To help you keep track of students entering or leaving your class, you can enable a "doorbell" sound.	**Settings → In Meeting (Basic)** Play sound when participants join or leave ● ←—— ON Play sound when participants join or leave ◯ Heard by host and all attendees ◉ Heard by host only ←—— ON
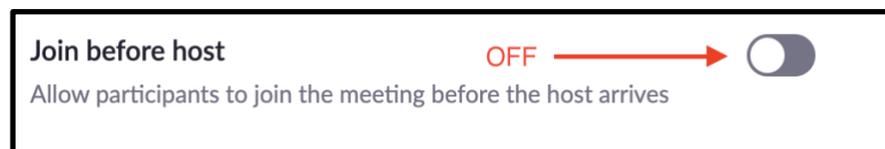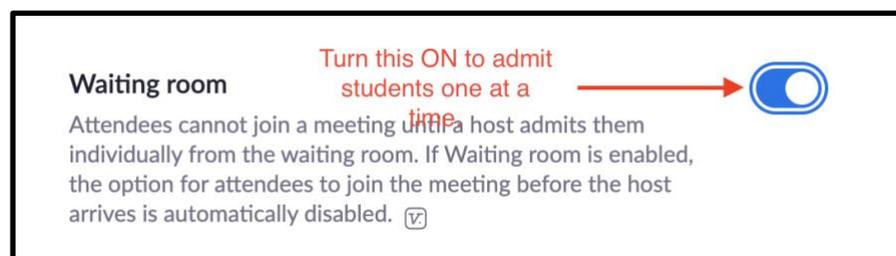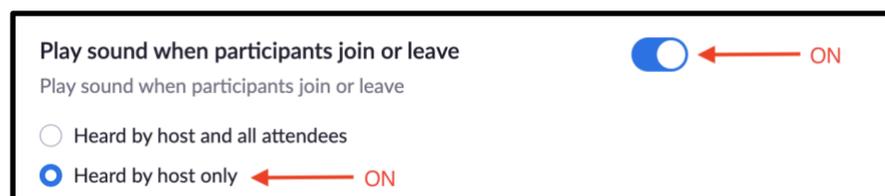
4. Set the following in your browser. Open Chrome or Safari. Go to zoom.us. Click "Sign In." Choose "Sign-in with Google." Click "Settings" on the left side.	
A. Turn OFF File Transferring.	**File transfer** — OFF Hosts and participants can send files through the in-meeting chat. If you want to transfer files to your students, use Canvas. If students need to share files with you, use Canvas.
B. Turn ON the option to put a participant on hold.	**Allow host to put attendee on hold** — ON Allow hosts to temporarily remove an attendee from the meeting. Will be explained later in this document.
C. Set "Screen Sharing," to HOST ONLY.	**Screen sharing** Allow host and participants to share their screen or content during meetings — If you have this ON, then set below to "Host Only" **Who can share?** ⦿ Host Only ◯ All Participants **Who can start sharing when someone else is sharing?** ⦿ Host Only ◯ All Participants You can disable screen sharing, entirely, but that means you will not be able to share your screen with students.
D. Turn OFF "Desktop/ Screen Share for Users"	**Disable desktop/screen share for users** — OFF Disable desktop or screen share in a meeting and only allow sharing of selected applications.
E. Turn OFF "Allow removed participants to rejoin"	**Allow removed participants to rejoin** OFF Allows previously removed meeting participants and webinar panelists to rejoin Will be explained later in this document.
5. If a student doesn't belong in your class, you can (A) ask him to leave, (B) remove the student, or (C) put the student on "hold" or "in the waiting room"	
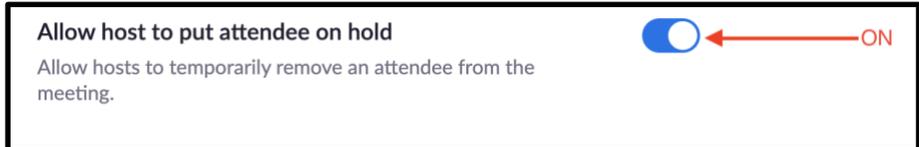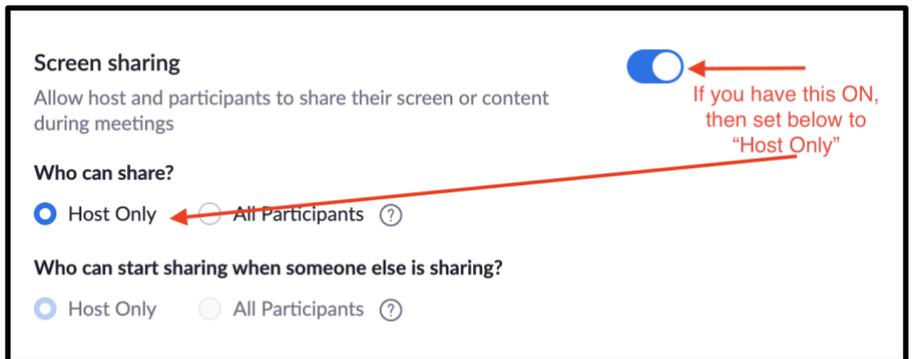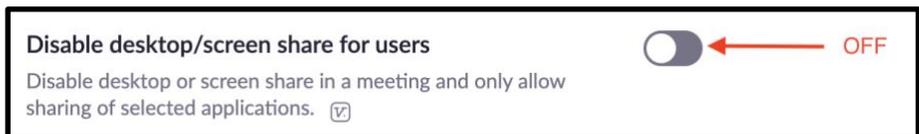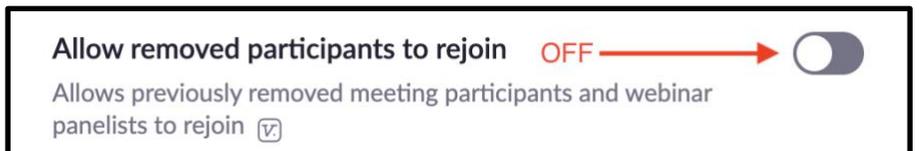
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A. Use your "teacher voice," and ask the student to leave.	
B. To **REMOVE** a student, while IN THE MEETING	Click Manage Participants at the bottom
	Click "More" next to the student's name, use the dropdown menu, click "Remove."
	You will get a pop-up window asking you to confirm, click OK.
	If the removed student tries to rejoin the meeting, he will see this message.
C. To **put a student ON HOLD** or in the **WAITING**	Click Manage Participants at the bottom
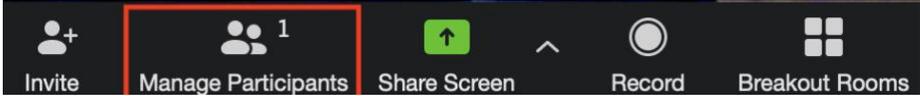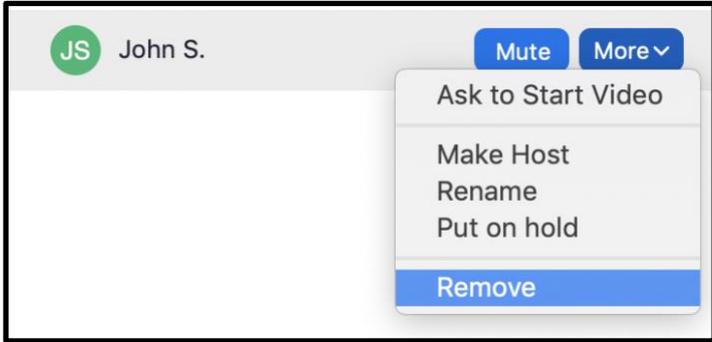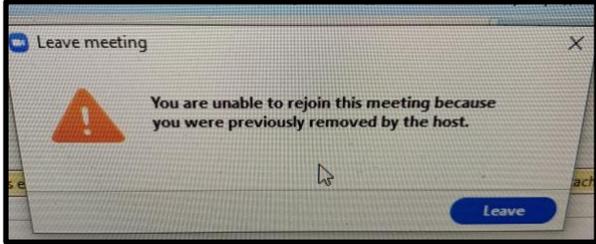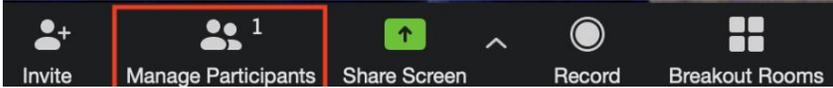
ROOM, while IN THE MEETING	Click "More" next to the student's name, use the dropdown menu, click "Put on Hold" **OR** "Put in Waiting Room" (if you have the waiting room enabled). If you have the Waiting Room turned ON, you will see this option (instead of "Put on hold")
	As soon as you put a student ON HOLD or in the WAITING ROOM, he will get this message on his screen. Please wait, the meeting host will let you in soon.
	You will see the student you put on HOLD or in the WAITING ROOM at the top. You can click "Message" to send a message to the student. Participants (2) 1 On hold Message JS John S. Take off hold 1 In-meeting (Host, me)
6. Once all of your students are in the class, LOCK your meeting.	Along the bottom, click "Manage Participants." Invite Manage Participants Share Screen Record Breakout Rooms Reactions Click "More"
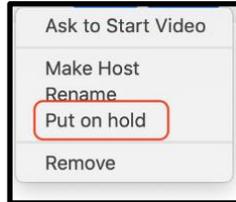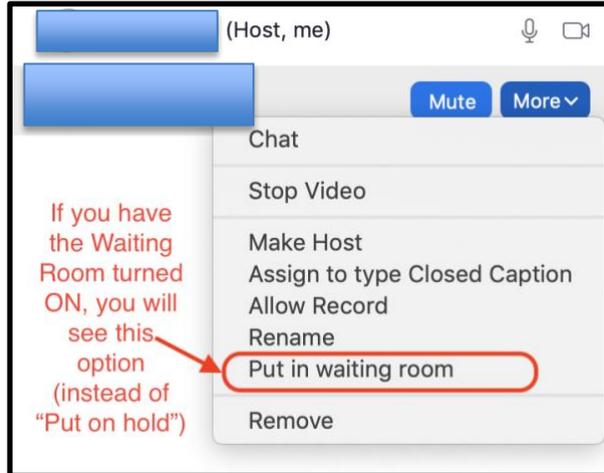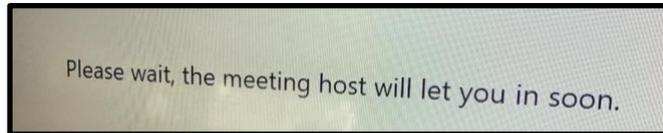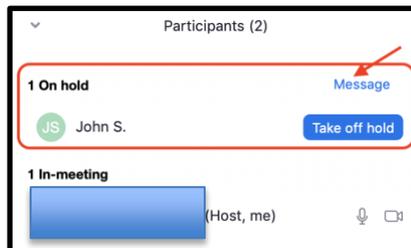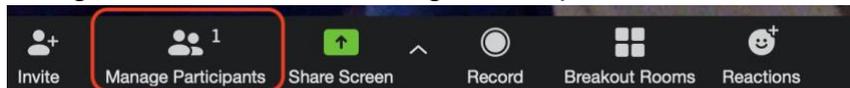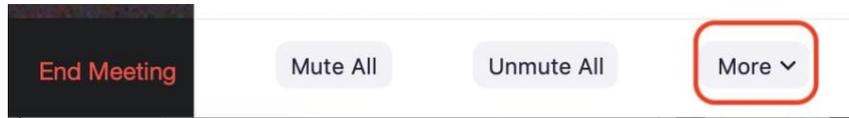
Use the dropdown menu and click "Lock Meeting"
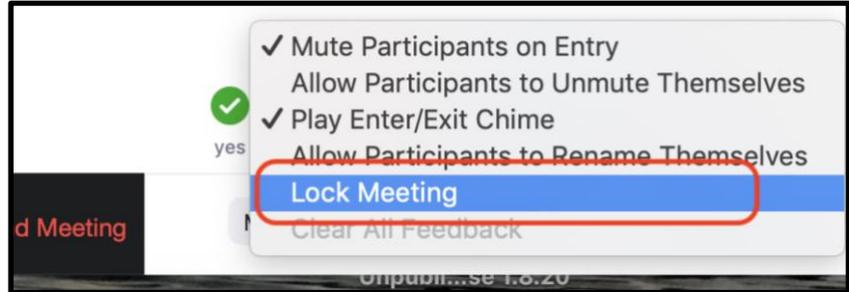
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