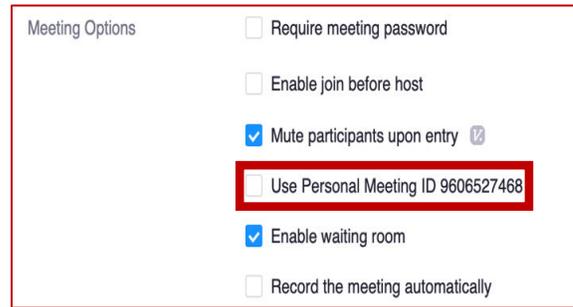




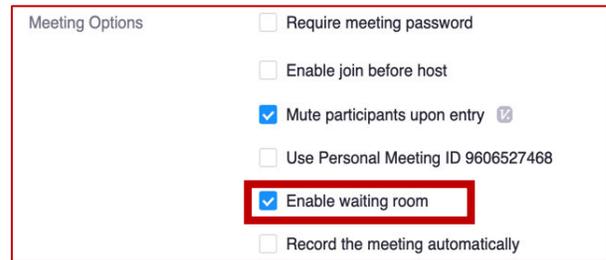
9 Steps you can take to prevent “Zoom bombing”

1. Familiarize yourself with Zoom’s settings and features so you understand how to protect your virtual space from disruptions.

Avoid using Personal Meeting ID (PMI) to host public events. Your PMI is basically one continuous meeting and you don’t want any random people crashing your personal virtual space.



2. **Use the waiting room** to control who comes and goes. Just like it sounds, the **Waiting Room** is a virtual staging area that stops your guests from joining until you’re ready for them.



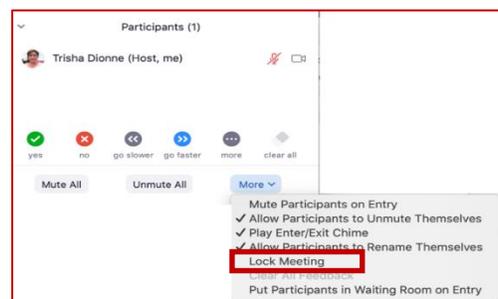
3. **Lock the meeting:** When you lock a Zoom meeting that’s already started, no new participants can join, even if they have the meeting ID and password.

In the meeting, click Participants at the bottom of your Zoom window:



In the Participants pop-up, click on the **More** button and select the option that says **Lock Meeting**.

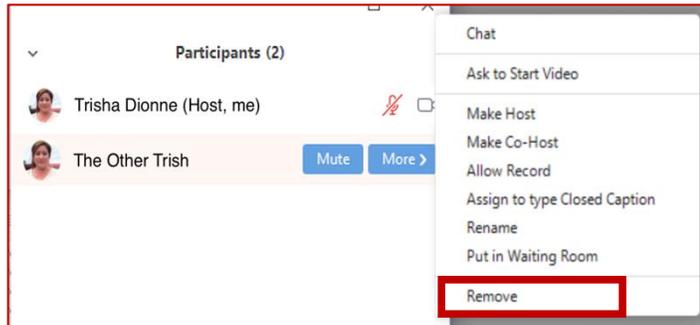
NOTE: Once you set the password you can share it via course announcements or email.



- 4. Remove unwanted or disruptive participants:** In the Participants box, you can mouse over a participant's name, and several options will appear, including **Remove**.

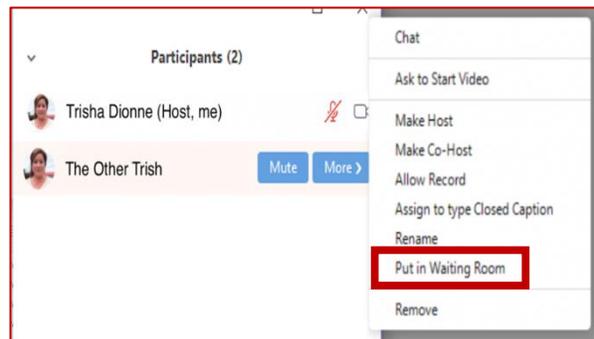
Click **Remove** to kick someone out of the meeting. When you do remove someone, they cannot rejoin the meeting.

You can **allow removed participants to rejoin** in case you boot the wrong person.



- 5. Put them in timeout:** If you enabled the Waiting Room in your meeting settings (See step 2) you can move a disruptive participant to the Waiting Room.

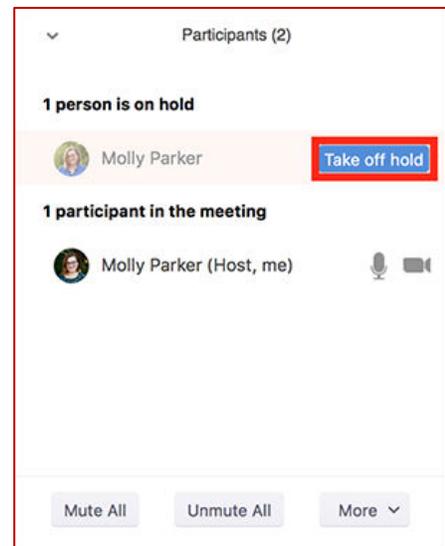
In the Participants panel, hover over the name of the attendee, click on the **More** button and select **Put in Waiting Room** to activate this feature.



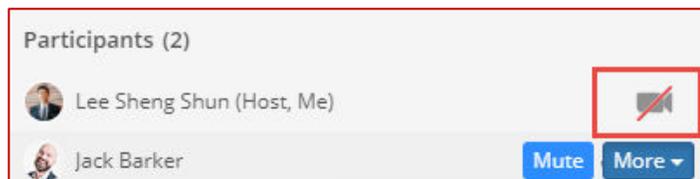
In case that you have not enabled the Waiting Room, you can still prevent disruptions by **Putting the Attendees on Hold**: When on hold, the attendees' video and audio connections will be disabled momentarily.

Hover over the name of the attendee you want to put on hold, click More, then **Put on Hold**.

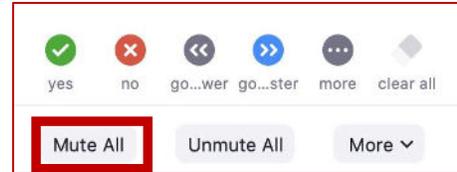
Click **Take Off Hold** in the Participants list when you're ready to have them back.



- 6. Turn their video off** to block unwanted, distracting, or inappropriate gestures on video.



7. Mute one or all participants: You can mute/unmute individual participants or all of them at once to block unwanted, distracting, or inappropriate noise from other participants. You can also enable **Mute Upon Entry** in your meeting settings to keep the latecomers from disturbing the meeting in progress, or to keep the clamor at bay in large meetings.

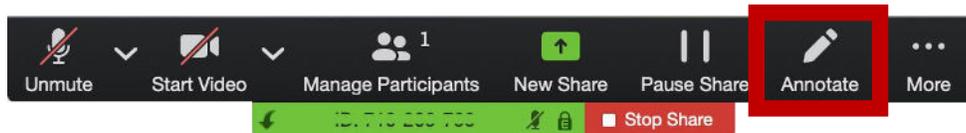


8. Disable private chat: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.



Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. **Disable chat** if you get bombarded with unsolicited pics, GIFs, memes, and other content.

9. Turn off annotation: You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation to prevent people from writing all over the screens.



Information compiled from:

- [How to Keep the Party Crashers from Crashing Your Zoom Event](#)
- [Managing Participants in Webinar](#)
- [Zoombombing Attacks Disrupt Classes](#)