Preventing Unwanted Zoom Spammers/Bombers.

Zoom bombing is when someone, who is not supposed to be in your meeting, enters your Zoom meeting and begins spamming the chat or video feeds with unwanted dialogue or content. They may also post malicious links into chat in an effort to get participants to click on them. Although rare, for the obvious reasons, we will want to prevent that, so here are a few tips to make your Zoom meeting as secure as possible.

- If you are creating a Zoom meeting via your personal account, go into the account settings and make sure you have the following options selected. The Educ Zoom rooms, bookable via Booker, will have most of these account settings turned on by default.

  First go to Settings > Security.

  ![Security Settings](image)

  Now make sure you have “Require that all meetings have at least one security option.” Set to on.
Unless you are going to be the only person using your account, do not turn on waiting rooms in your security settings or your during meeting schedule settings. The waiting room can be manually turned on by anyone you give the host code to when they enter the meeting. Turning them on prior to the meeting will mean that everybody arriving, including the person who will need to claim host, will become stuck in the waiting room until the account admin can let them in.

The rest of your security settings should look like this (below).
Many security measures can be activated in the meeting itself, which is really useful if you are using one of the bookable Educ Zoom rooms. The most useful of these is the waiting room. To create a waiting room in your Zoom meeting, you must first either be the host, or claim host rights. To do this, you need to navigate to the Zoom toolbar – Usually located at the bottom of the screen, click on “Participants” and wait for the participants side-bar to pop out. At the very bottom right hand corner, you will see a tiny “…” icon. Click on that and select “Claim Host.” You will then be prompted to enter your host code.
Once you have claimed host, you can now click on that same “…” icon again and select “Enable Waiting Room.” Anyone arriving for the meeting will now be held in the waiting room and their names will appear in a waiting room box above the participants bar. You can then choose to admit or remove them. Nothing done within the main meeting room is visible or audible to those in the waiting room.

You can also set some meeting preferences via this menu, choosing to lock the meeting once everyone has arrived (it will need to be unlocked again if someone leaves and wishes to return) or making participants unable to unmute themselves. You can also mute all participants upon entry.
• Using the Screen Share settings in meeting, you can control who can share their screen with the rest of the participants. This is easily configured by clicking on the little arrow within the screen share icon on the Zoom toolbar, navigating to "Advanced options".

This should bring up your meeting’s advanced sharing options. From here you can control who can share their screen and how it can be shared. Once configured, you can click on the main part of the icon to get to the usual screen share options.

• If your meeting does not require text chat, or you would like to restrict who sees chat messages, you can do this in your Zoom meeting by navigating to the Zoom toolbar and clicking on “Chat. “ This will open the chat, and you will see in the bottom right hand corner another “…” icon. Click on this for your chat options.
It should be set to “Everyone” by default, but you can change this in the meeting to suit your needs. This is very useful for Q&A’s and quickly shutting down spammers.

Alternatively, Chat can be disabled altogether by clicking on “Security” on the Zoom toolbar and unticking the “Chat” option.

- Through use of the above Security menu, you can also enable or disable Screen sharing, participants ability to start video and unmute themselves. Be aware that using the security menu in this way will deactivate these options for all participants.
• If someone does manage to slip through the net and enter the room anyway, you can remove them by clicking on their name in the participants list, then select “remove” from the drop down menu. If you have a waiting room enabled, you may see their name pop up there again, but unless someone admits them, they cannot re-enter the room or see anything that is happening in the meeting itself.