

Preventing “Zoombombing” Guide

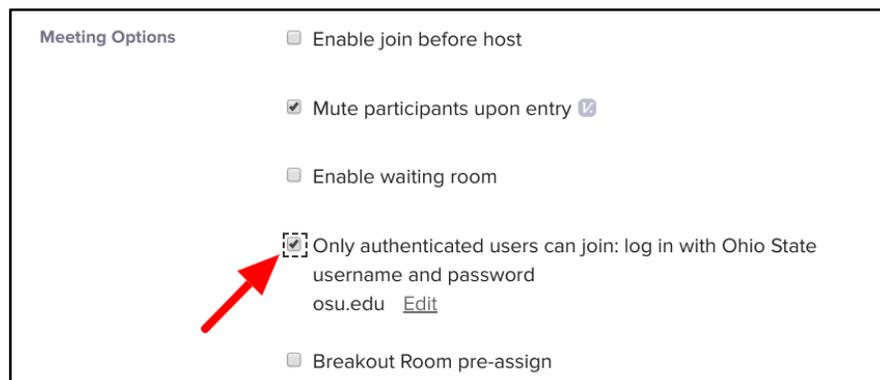
An Illustrated Guide for Each Tactic

The first set of these settings are found under Meeting Options when scheduling your meeting.

Consider enabling authenticated users only,

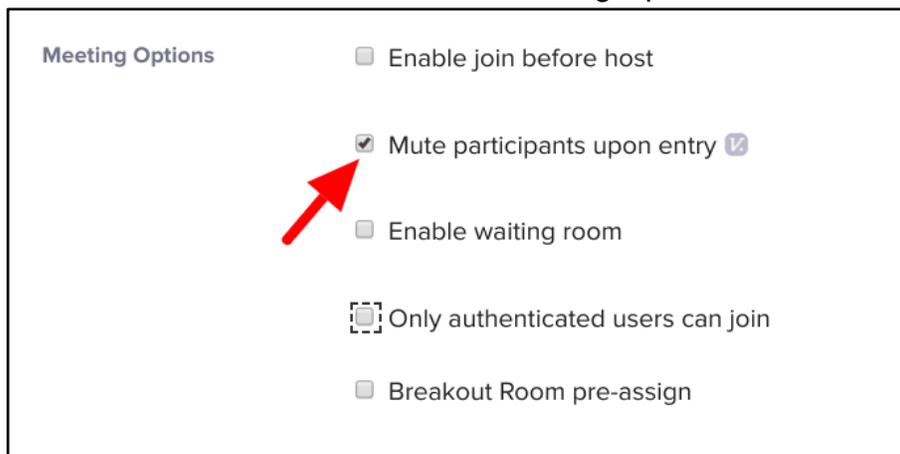
When scheduling your meeting, scroll down to Meeting Options and select Authenticated Users

- this requires a user to either be registered through OSU users in order to join a meeting. Not only does this help restrict users in your call to OSU students, this measure helps when tracking who may have joined without authorization.



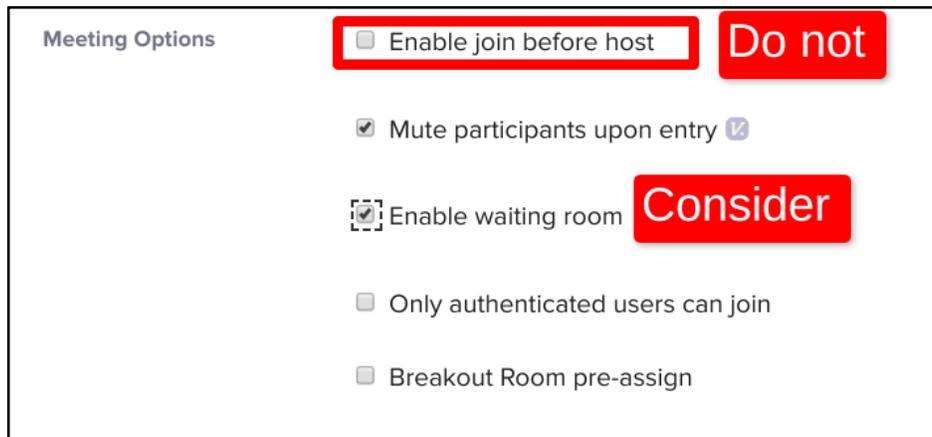
Mute participants upon entry, make sure the setting is turned on.

- Hosts can utilize in meeting controls to disable unmuting until the host is ready for discussion. This is found under Meeting Options



Do NOT turn on “Enable join before host” & consider enabling waiting room

- Found under Meeting Options



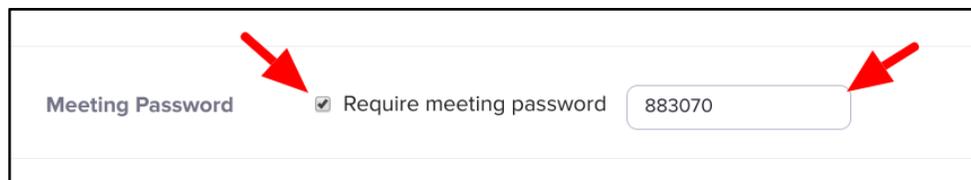
The screenshot shows the 'Meeting Options' section of a Zoom interface. The following options are visible:

- Enable join before host (Annotated with a red box and a red 'Do not' callout)
- Mute participants upon entry (Annotated with a blue lock icon)
- Enable waiting room (Annotated with a red 'Consider' callout)
- Only authenticated users can join
- Breakout Room pre-assign

The waiting room feature requires that you admit each participant individually and may not be practical for large enrollment courses. You can also manage this experience in personal settings to allow authenticated users in automatically

Consider Setting a Password (in CarmenZoom)

When scheduling your meeting set a password. You can share the password via Carmen or email. Only do this if no other precautions work.



The screenshot shows the 'Meeting Password' section of a Zoom interface. The following options are visible:

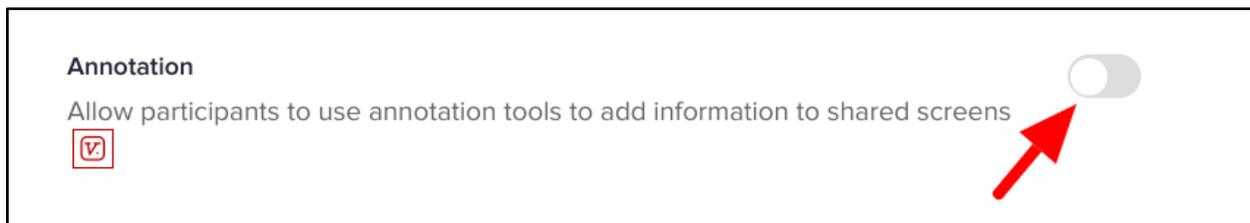
- Require meeting password (Annotated with a red arrow pointing to the checkbox)
- 883070 (Annotated with a red arrow pointing to the password input field)

The following settings are completed on your CarmenZoom homepage under Settings



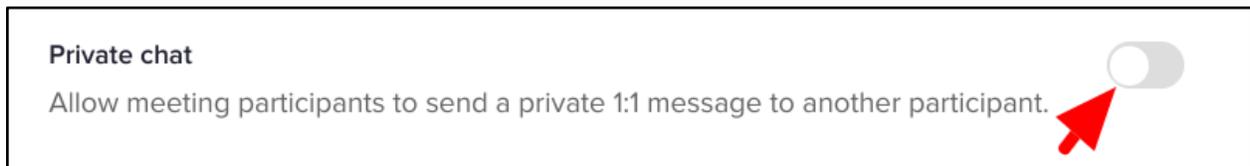
Turn off Annotation by Participants

- Found under In Meeting (Basic)



Turn off Private Messaging

Turn off private chats, consider turning off “Allow meeting participants to send a message visible to all participants.”

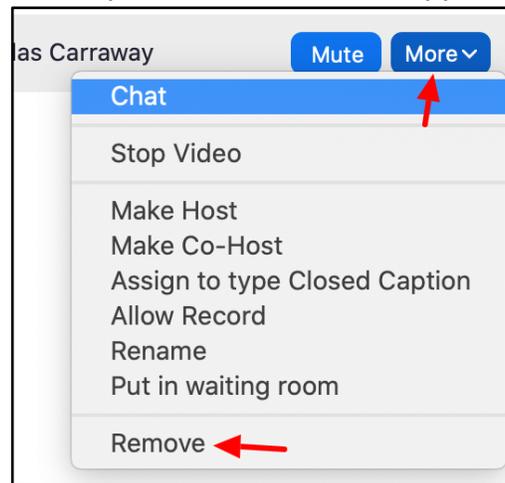


NOTE: Currently, all OSU Zoom meetings have been set so that only the Host can use the Share Screen function. This can be changed while a meeting is in progress.

The following settings are set while you are in your Zoom Meeting

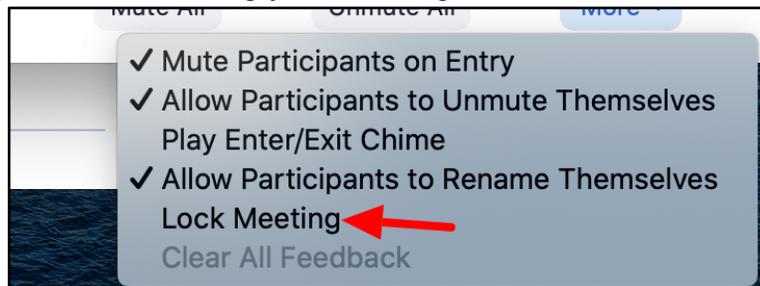
Remove a Participant from a Zoom Meeting

Once your meeting has started, open Manage Participants and select the More button next to the participant's name. A pull-down menu will appear, select Remove



Lock a Meeting

Once all your participants have entered your meeting, you may want to consider Locking the meeting. This feature can be found under the Manage Participant tool and this prevents anyone from entering your meeting.

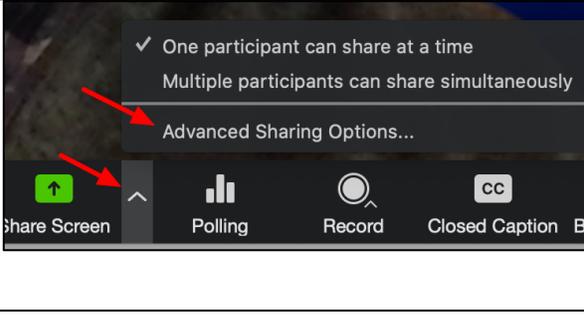


NOTE: Any potential participant wanting to enter your room cannot communicate with you in any way. You may want to communicate with students/participants a method of contacting you if they come to the meeting late.

NOTE: Screen Sharing for participants have been turned off by default.

To turn on Screen Sharing for participants for cases in which students have to do presentations or have a guest speaker, below are directions for turning on Screen Sharing for Participants. (You turn Screen Sharing back on while you are in your meeting.)

Select the up arrow next to Screen Sharing

Then select Advanced Sharing Options	Then Select All Participants
	

UPDATE: Zoom has a new Security Button that can be access while in a meeting that allows Hosts to: Lock Meeting, Enable Waiting Room, and allow Participants to Share Screen, Chat, and Rename themselves along with providing a Remove Participant button

