COLUMBIA UNIVERSITY

Preventing Zoom-Bombing and Securing your Meeting

Settings to establish before the meeting.

The first three settings are available in the 'schedule meeting' button in your browser at zoom.us. You can use one or more of the following options, they don't all have to be enabled.
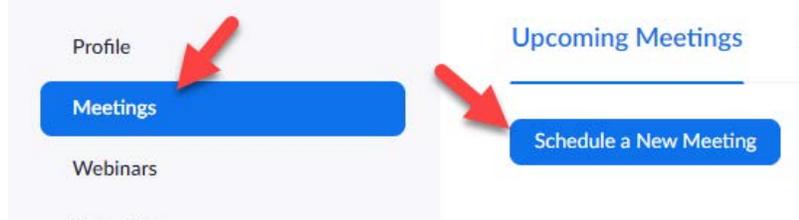
1. **Require participants to register to your meeting**
   -Check the box to require registration. Participants will get a link with a registration URL requiring them to register with at least their name & email prior to joining.
2. **Use a password for your meeting**
   -Check the box to require a meeting password. Participants must enter the password to join the meeting.
3. **Use waiting rooms**
   -If enabled, all participants will first be sent to a waiting area when they join a meeting. <u>They won't see other participants, your video, or what you are sharing</u>. A host or co-host has the option to move participants from the waiting room to the meeting, and vice-versa. (This can be a lot of work for the host – best to use this option if you have a co-host). People in the waiting room will be available in the "participants" tab. Click "Admit" to allow them into to the meeting.

Other settings to review

The other settings are in the "settings" section in your browser at zoom.us.
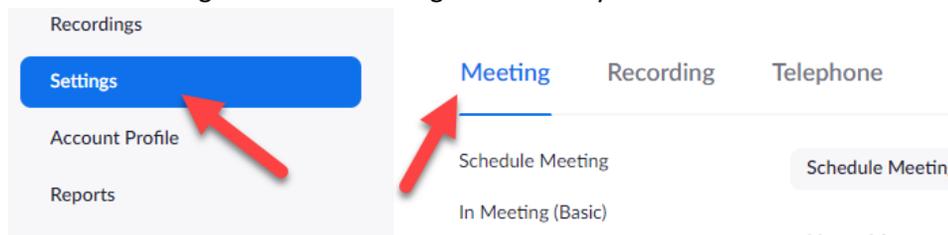
4. **Disable 'join before meeting'**
   -Don't let people join before you start the meeting.
5. **Mute participants upon entry**
   -<u>All microphones are muted by default</u>. You can choose if participants can unmute themselves
6. **Limit who can screen share**
   -Review the options in zoom settings > screensharing > who can share?
7. **Limit who can make annotations**
   -Unless you want interaction, disable this setting.

Options during a meeting

These options are available in the Zoom Desktop app after your meeting has started.

1. **Lock your meeting**
   -Once your meeting is established, and you know you won't get any more people, <u>you can lock the meeting so no one else can join</u>. In the "manage participants" window, under the "more" dropdown button at the bottom right, select "lock meeting"

2. **Don't let participants unmute themselves**
   -In the same "more" button, unselect the "allow participants to unmute themselves" option. <u>You are now the only one who can mute and unmute participants</u> as you see fit

3. **Stop video of participant**
   Under participant, click 'more', and click 'stop video'. <u>The participant will NOT be able to restart their video.</u> Only you can re-enable it.

4. **Put participants on hold**
   Under participants, click "put on hold". They will be put in a separate waiting area until you take them off hold

5. **Remove participants**
   Under participant, click 'more', and click 'remove'. <u>They will NOT be able to join the meeting again</u>.

6. **Limit screen sharing and annotations**
   Under screen share ^ button, advanced sharing options, check the settings.