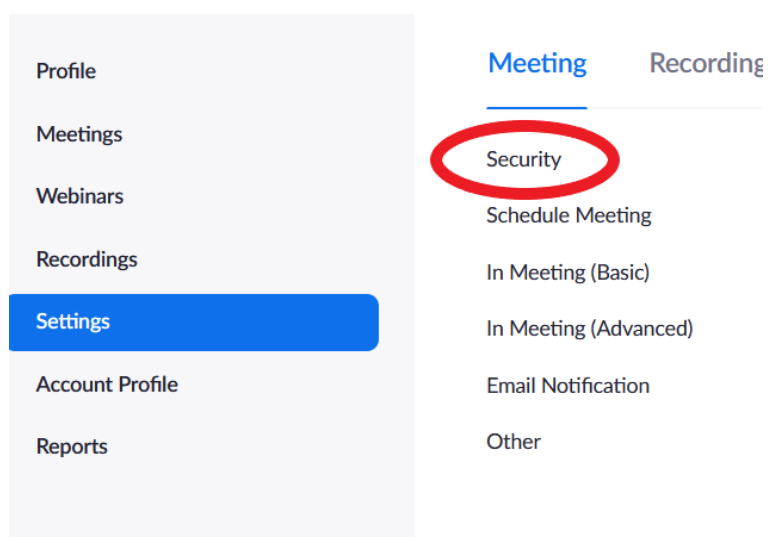


Preventing unwanted Zoom spammers/bombers

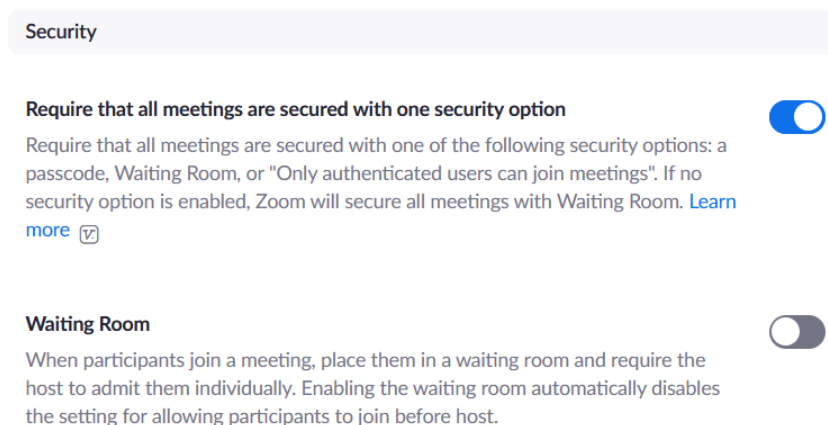
Zoom bombing is when someone, who is not supposed to be in your meeting, enters your Zoom meeting and begins spamming the chat or video feeds with unwanted dialogue or content. They may also post malicious links into chat in an effort to get participants to click on them. Although rare, for the obvious 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.

First go to Settings > Security.



Now make sure you have “Require that all meetings have at least one security option.” Set to on.



If you want, you can turn on a waiting room, but if you do, you or a co-host will have to admit attendees. More on this below.

The rest of your security settings should look like this (below).

Require a passcode when scheduling new meetings



A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

Require a passcode for instant meetings



A random passcode will be generated when starting an instant meeting

Require a passcode for Personal Meeting ID (PMI)



- Only meetings with Join Before Host enabled
- All meetings using PMI

Embed passcode in invite link for one-click join



Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting. [Learn more](#)

Meeting Authentication Options:

- Sign in to Zoom (Default) [Edit](#) [Hide in the Selection](#)
- Cambridge only (participant must use cam.ac.uk email) [Edit](#) [Hide in the Selection](#)

If Waiting Room is enabled, phone-only users will be placed in the Waiting Room.

If Waiting Room is not enabled, phone dial-in only users will:

- Be allowed to join the meeting
- Be blocked from joining the meeting

Only authenticated users can join meetings from Web client



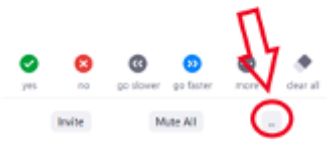
The participants need to authenticate prior to joining meetings from web client

Approve or block entry to users from specific regions/countries

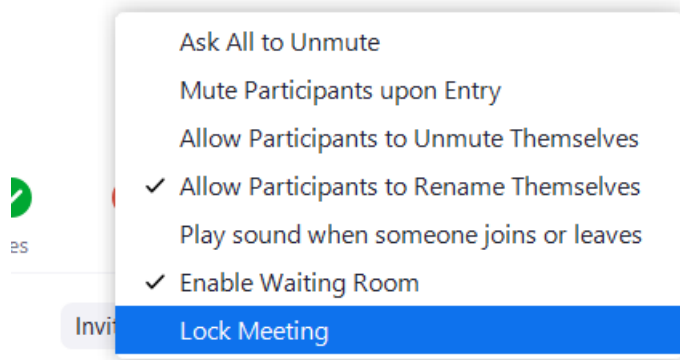


Determine whether users from specific regions or countries can join meetings/webinars on your account by adding them to your Approved List or Blocked List. Blocking regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.

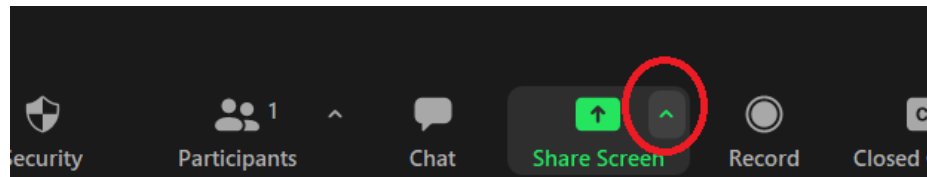
If you have enabled the waiting room, anyone arriving for the meeting will now be held in the waiting room and their names will appear in a waiting room box above the Participants bar. You can then choose to admit or remove them. Nothing done within the main meeting room is visible or audible to those in the waiting room.



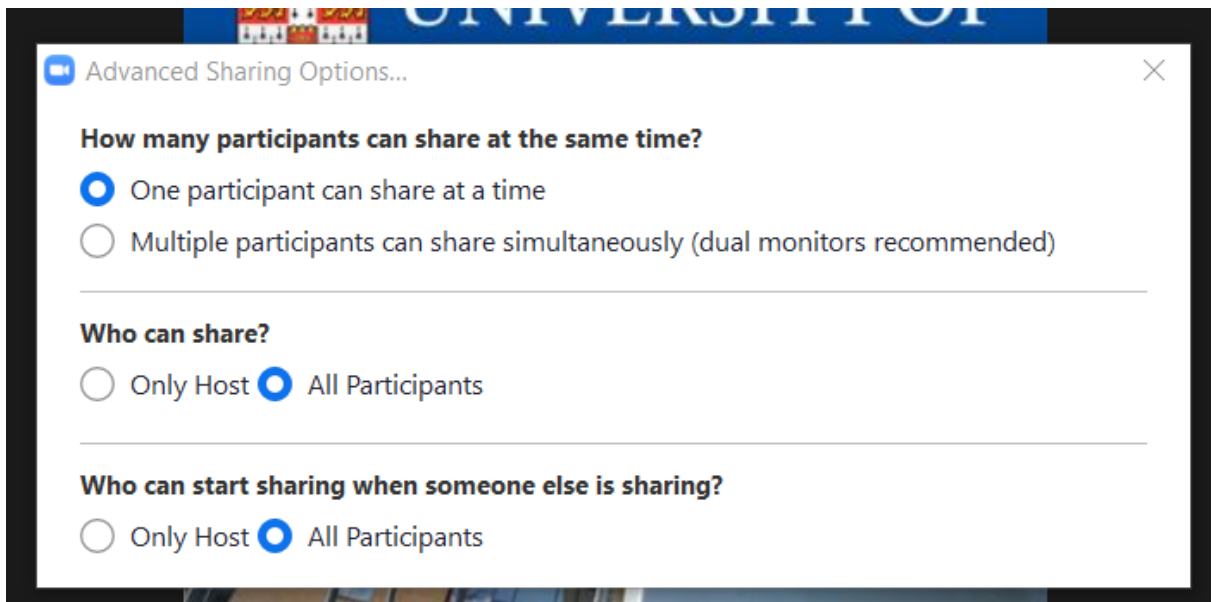
You can also set some meeting preferences via the menu indicated by the ellipsis or “More” in the Participants area, choosing to lock the meeting once everyone has arrived (it will need to be unlocked again if someone leaves and wishes to return) or making participants unable to unmute themselves. You can also mute all participants upon entry.



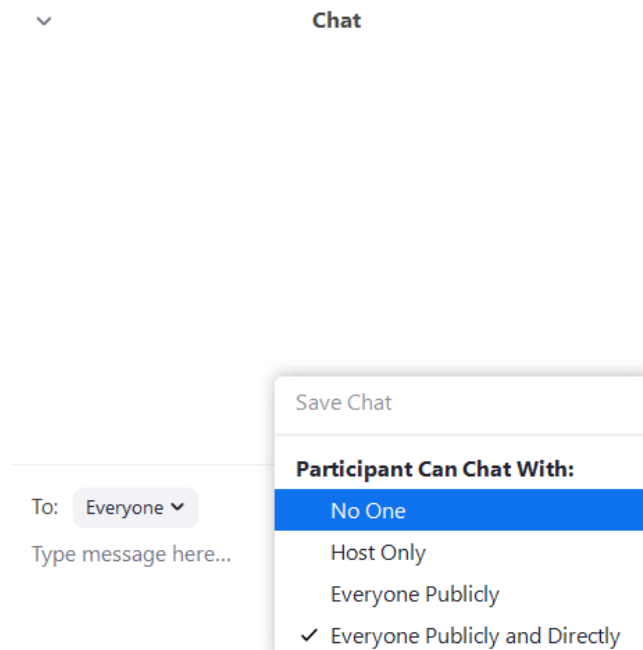
Using the Screen Share settings in meeting, you can control who can share their screen with the rest of the participants. This is easily configured by clicking on the little arrow within the screen share icon on the Zoom toolbar, navigating to “Advanced options”



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.

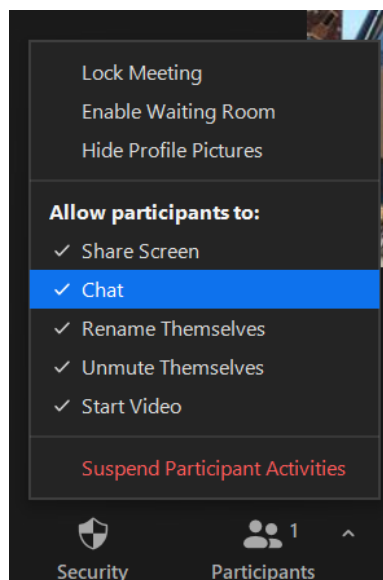


If your meeting does not require text chat, or you would like to restrict who sees chat messages, you can do this in your Zoom meeting by navigating to the Zoom toolbar and clicking on “Chat.” This will open the chat, and you will see in the bottom right hand corner another “...” icon. Click on this 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.

Finally, if you are using your personal Zoom accounts to schedule meetings, always use a password. If you have followed the guidance regarding your security settings, Zoom should assign your new scheduled meetings a numerical password. This, along with the Meeting ID number should be passed out to the participants of your meeting securely. Direct links to your meeting can sometimes bypass the password depending on your settings.

To locate your meeting’s ID and password, schedule your meeting as usual and when you reach the security section, tick the box beside “passcode.” This should Generate your number.

Security

Passcode 984663
Only users who have the invite link or passcode can join the meeting

Waiting Room
Only users admitted by the host can join the meeting

Require authentication to join

Note: If you are planning on someone other than the admin of the account running your meeting, do not tick the Waiting Room box! A waiting room can be created by them once they claim host in the meeting.

To locate your Meeting ID, once you have saved your meeting, you will be taken to the meeting details summary page, you can see it here.

My Meetings > Manage "Test Meeting"

Topic Test Meeting

Time Jan 25, 2021 15:00 London

Add to Google Calendar Outlook Calendar (.ics) Yahoo Calendar

Meeting ID 952 4674 6441

Security Passcode 344980 [Hide](#) Waiting Room

If you have any Zoom queries or issues, please contact your local IT support.

This guidance has been adapted from that produced by Clare Mackenzie, IT/AV technician in the Faculty of Education, to whom we are grateful.