



# How to Avoid ZoomBombing

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ZoomBombing is a new trend of harassing and disrupting participants in Zoom meetings. Unknown individuals will join and intentionally interrupt meetings by sharing inappropriate images and videos. Several California educational institutions have recently been the target of ZoomBombers during public Zoom meetings.

ZoomBombing is only known to be an issue when a Zoom meeting is open to the public, or when people other than the targeted participants access a meeting invitation.

## Best Practices:

The IT Department has developed a set of best practices to help SMCOE avoid ZoomBombing of its meetings.

## Non-Public (internal) Meetings:

- Only invite known participants (for additional security, we recommend using only SMCOE-issued email addresses)
- Do not share the Zoom meeting link on social media or public forums

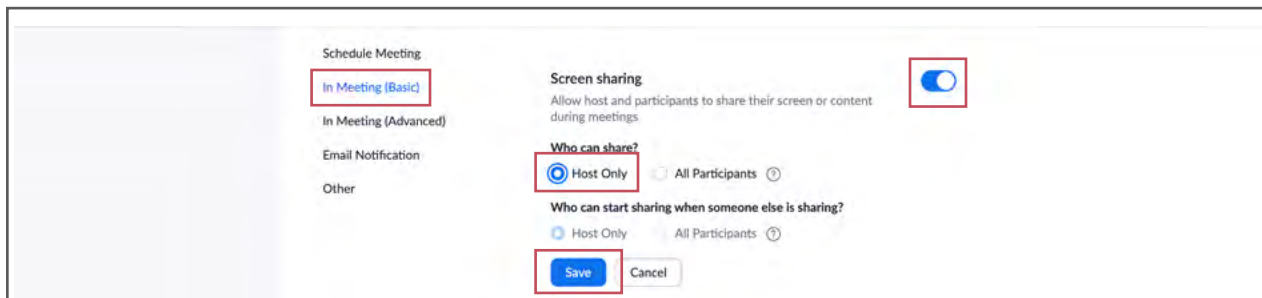
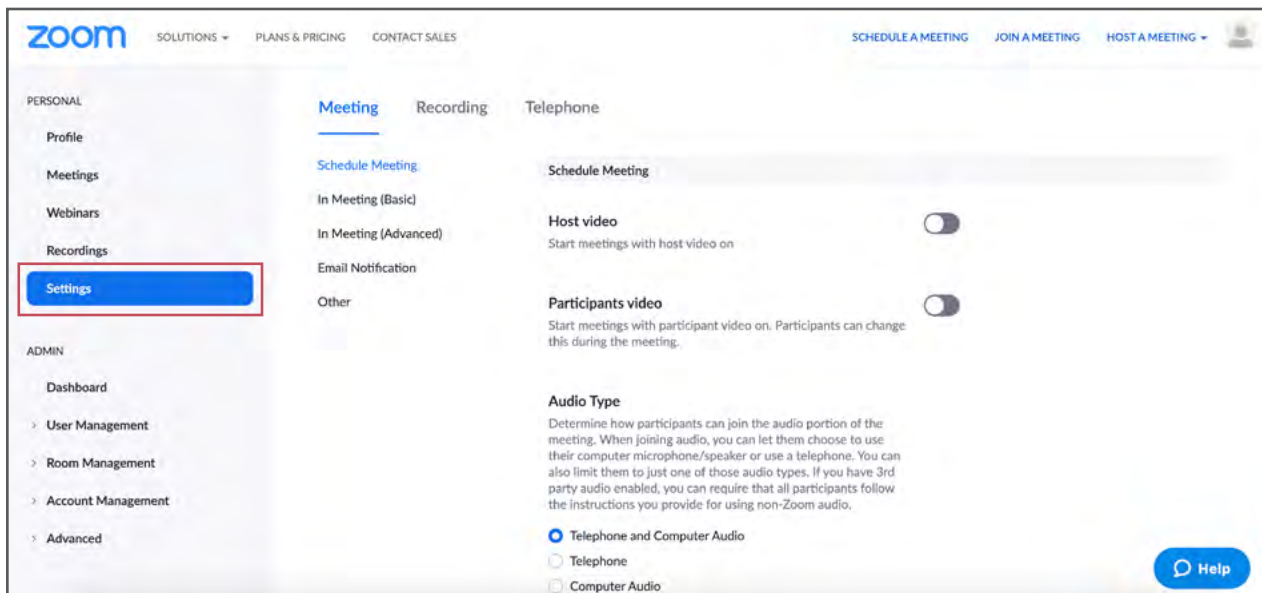
## Public Meetings (detailed instructions below)

- Disable screen sharing for “All Participants” so the host has full control of the meeting.
- Only the host can share, but you can temporarily make another participant the host so they can share their screen.
- Avoid using your Personal Meeting ID.
- Disable “Join Before Host” when scheduling meeting to avoid participants disrupting the meeting before you arrive.
- Assign “Alternative Host” when scheduling meeting to help moderate the meeting.
- Disable “File Transfer” to avoid digital virus sharing.
- Disable “Allow Removed Participants to Rejoin” so removed participants can’t rejoin the meeting.
- “Remove” participant from the meeting if they are ZoomBombing

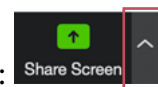
# How to Disable Screen Sharing for “All Participants”

There are two options to disable screen sharing for participants:


1. Before scheduling a meeting, disable screen sharing for all participants in your “Settings” tab.
  - a. Under the “In Meeting (Basic)” section, ensure that “Screen sharing” is on (switch/toggle is blue). Screen sharing is on by default.
  - b. Under the “Who Can Share?” section, select “Host Only.”
  - c. Click on “Save” button to save your updates.





2. While in a meeting, click on the arrow to the right of the “Share Screen” icon:
  - a. Menu will display, select “Advanced Sharing Options”
  - b. Under the section “Who can Share?” section, select “Only Host”
  - c. Then close window (updates will save automatically)



Meeting Topic: My Meeting  
Host Name: Jae Takahashi  
Password: 168333  
Invitation URL: <https://smcoe.zoom.us/j/459854152?pwd=cEINRFptSkINVjFRUVadGY1NkUvZz09>  
[Copy URL](#)  
Participant ID: 31

 Join Audio  
Computer Audio Connected

 Share Screen

 Invite Others

Advanced Sharing Options...

One participant can share at a time  
Multiple participants can share simultaneously

Mute Start Video Invite Manage Participants Polling Share Screen Chat Record Breakout Rooms End Meeting

### Advanced Sharing Options

**How many participants can share at the same time?**

One participant can share at a time

Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**

Only Host  All Participants

**Who can start sharing when someone else is sharing?**

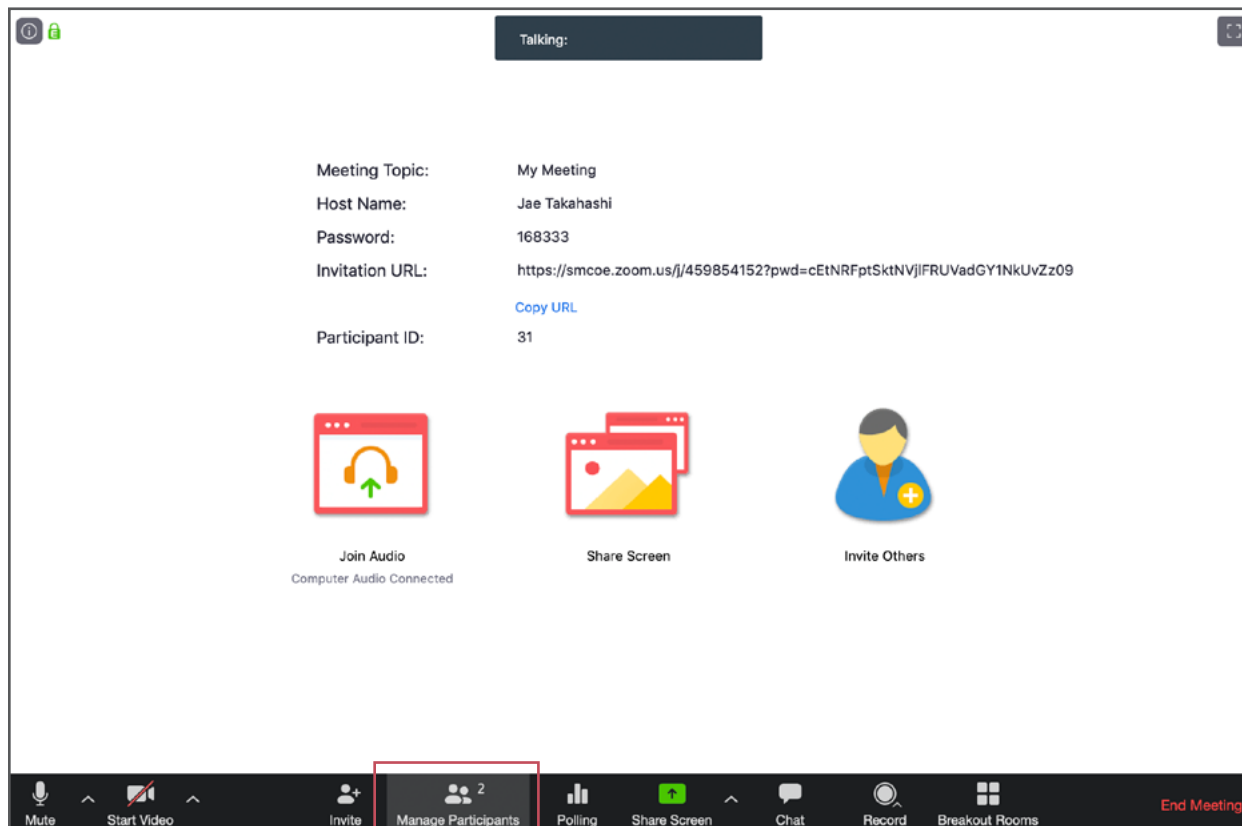
Only Host  All Participants

## Creating Hosts/Sharing Screens

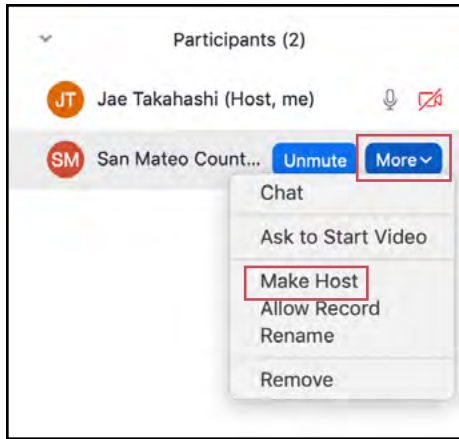
If you need a participant to share their screen, you can make that participant a “host” and then they can share their screen.

To make the participant a host:

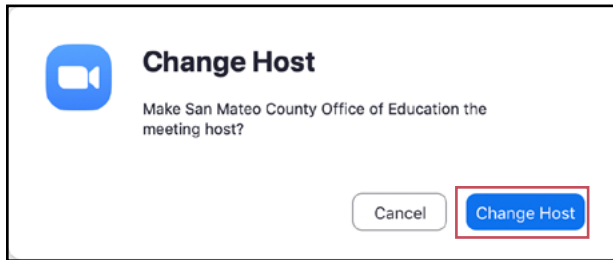
- Click on the “Manage Participants” button



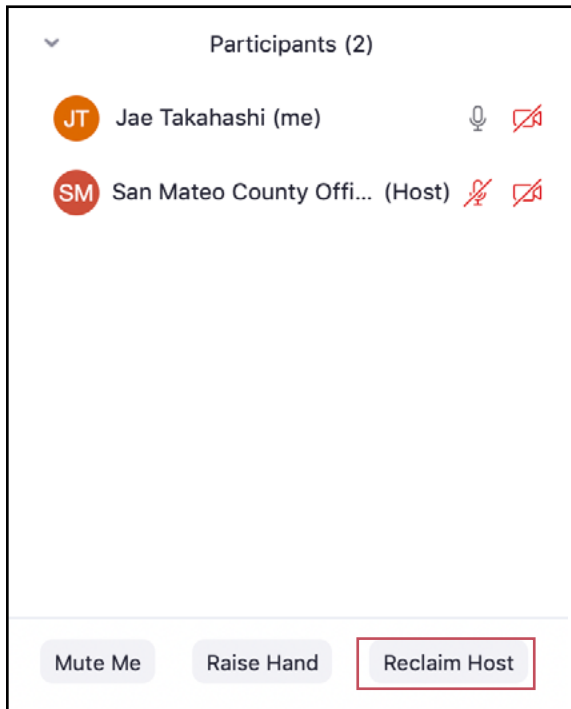
- In the “Participants” list, hover your mouse over the participant’s name
- Click on the “More” button
- Select “Make Host”



- Click on “Change Host” to confirm the update

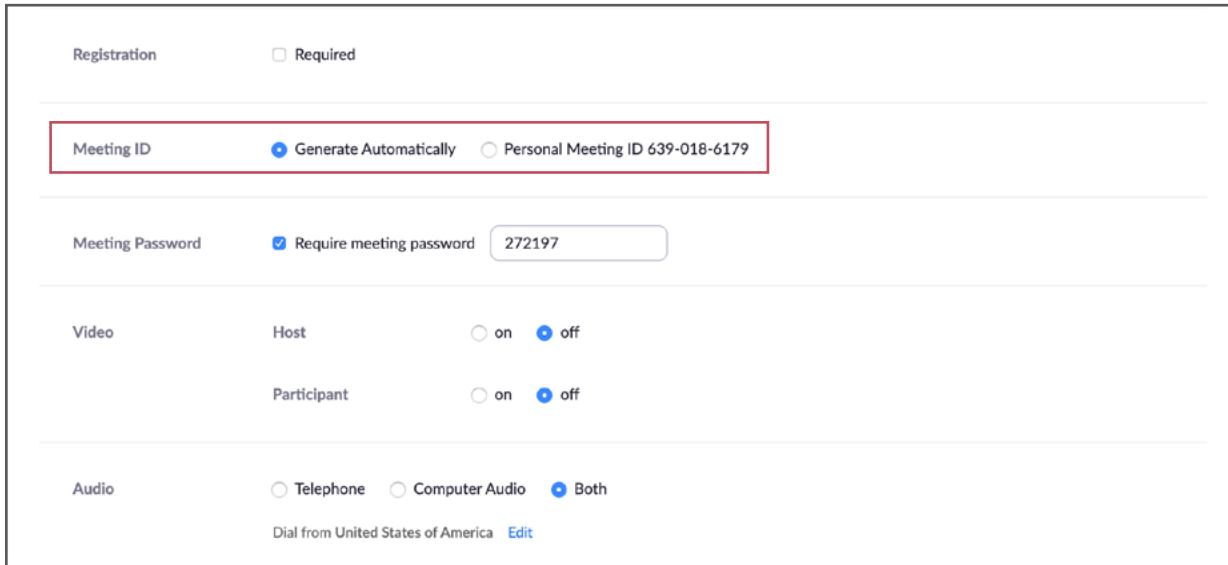


- The participant (host) will now be able to share their screen.
  - Once they are done, you can “Reclaim the Host” role by clicking on the “Reclaim Host” button at the bottom of the “Participant” list.



## Avoid Using your Personal Meeting ID when Hosting a Public Meeting

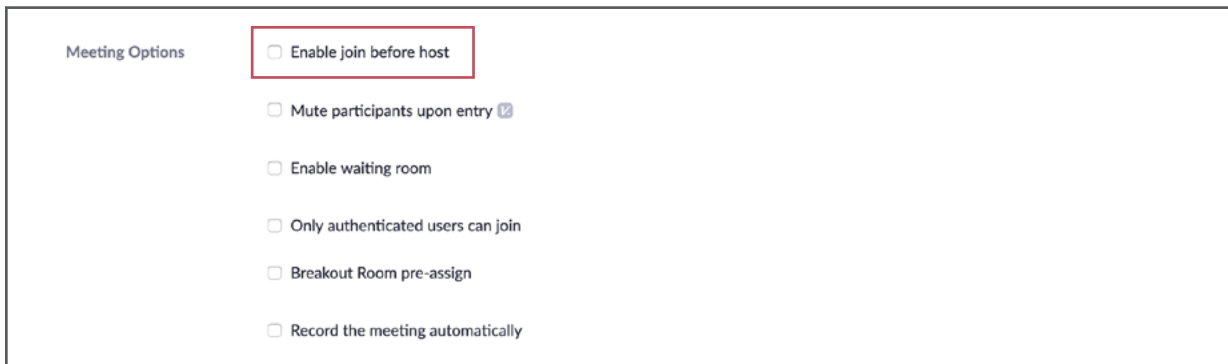
When scheduling a new meeting, under the “Meeting ID” section, select “Generate Automatically.” This keeps your personal meeting number private.



The screenshot shows the Zoom meeting scheduling interface. The 'Registration' section has an unchecked checkbox for 'Required'. The 'Meeting ID' section is highlighted with a red box and shows 'Generate Automatically' selected with a blue dot, while 'Personal Meeting ID 639-018-6179' is unselected. The 'Meeting Password' section has 'Require meeting password' checked with a blue dot, and a text box containing '272197'. The 'Video' section has 'Host' and 'Participant' options, both with 'off' selected (blue dot). The 'Audio' section has 'Both' selected (blue dot). At the bottom, it says 'Dial from United States of America' with an 'Edit' link.

## Disable “Join Before Host” when Scheduling a New Meeting

When scheduling a new meeting, under the “Meeting Options” section, the “Join before Host” feature is disabled by default (leave box unchecked)



The screenshot shows the 'Meeting Options' section. The 'Enable join before host' checkbox is unchecked and highlighted with a red box. Other options include 'Mute participants upon entry' (unchecked), 'Enable waiting room' (unchecked), 'Only authenticated users can join' (unchecked), 'Breakout Room pre-assign' (unchecked), and 'Record the meeting automatically' (unchecked).

## Assign “Alternative Host” when Scheduling a New Meeting

When scheduling a new meeting, under the “Alternative Hosts” section, enter an email address for a selected alternative host (alternative host must be a SMCOE staff member with an existing Zoom account)

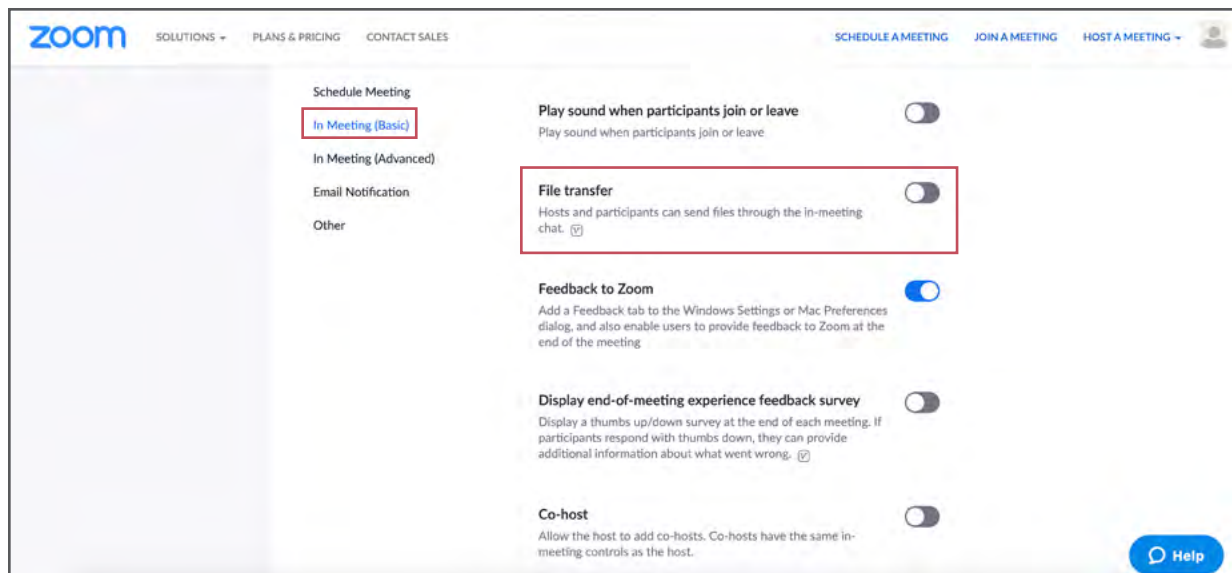
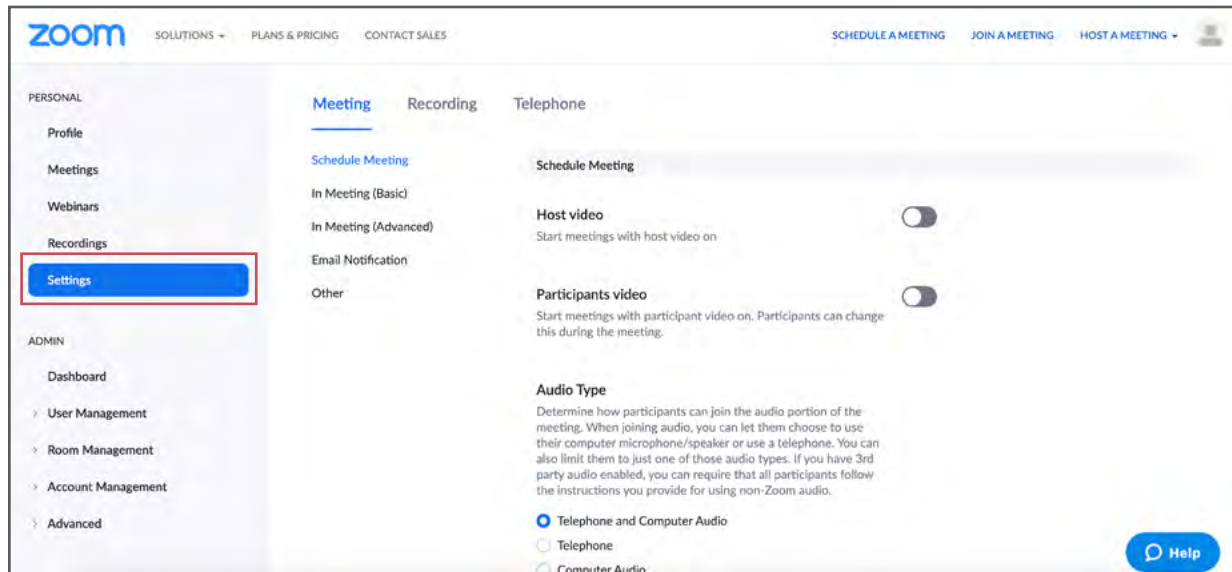


The screenshot shows the 'Alternative Hosts' section. A text box contains the email address 'jtakahashi@smcoe.org' and is highlighted with a red box.

## Disable “File Transfer”

In the “Settings tab”, under the “In Meeting (Basic)” section, the “File Transfer” feature is disabled by default.

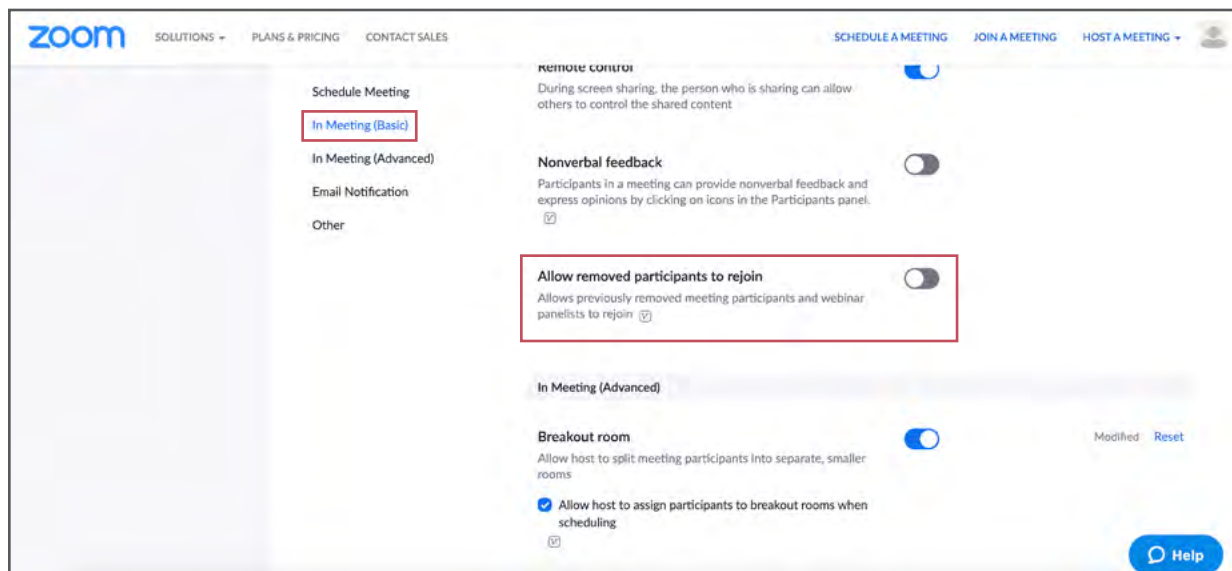
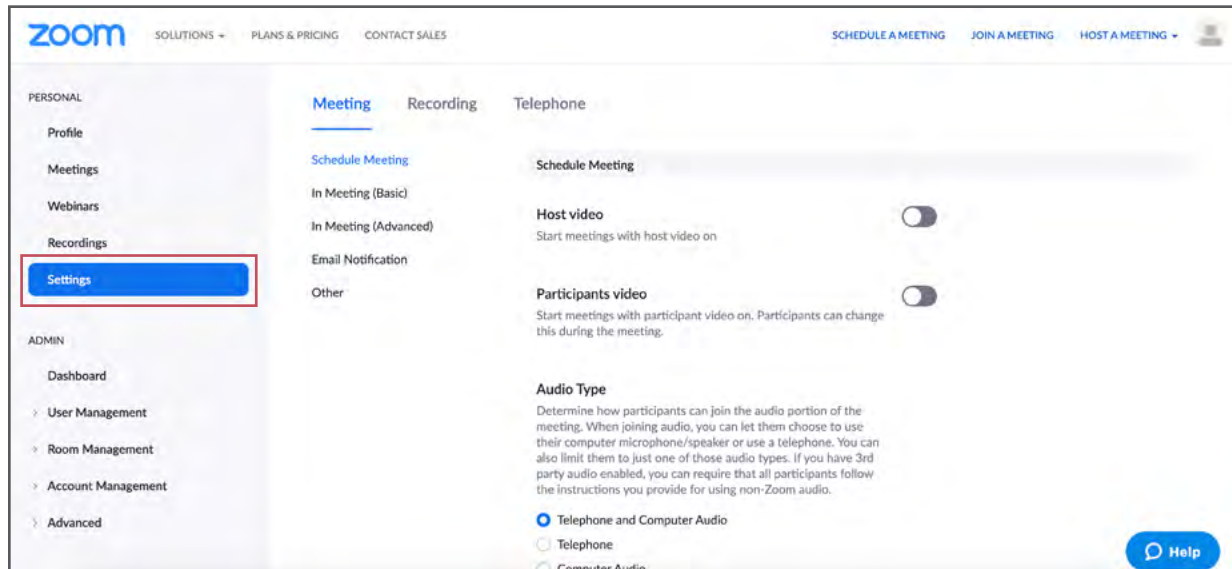
- Ensure that this feature is disabled before creating a new Zoom Meeting (switch/toggle is off – grayed out)



## Disable “Allow Removed Participants to Rejoin”

In the “Settings tab”, under the “In Meeting (Basic)” section, the “Allow Removed Participants to Rejoin” feature is disabled by default.

- Ensure that this feature is disabled before creating a new Zoom Meeting (switch/toggle is off – grayed out)

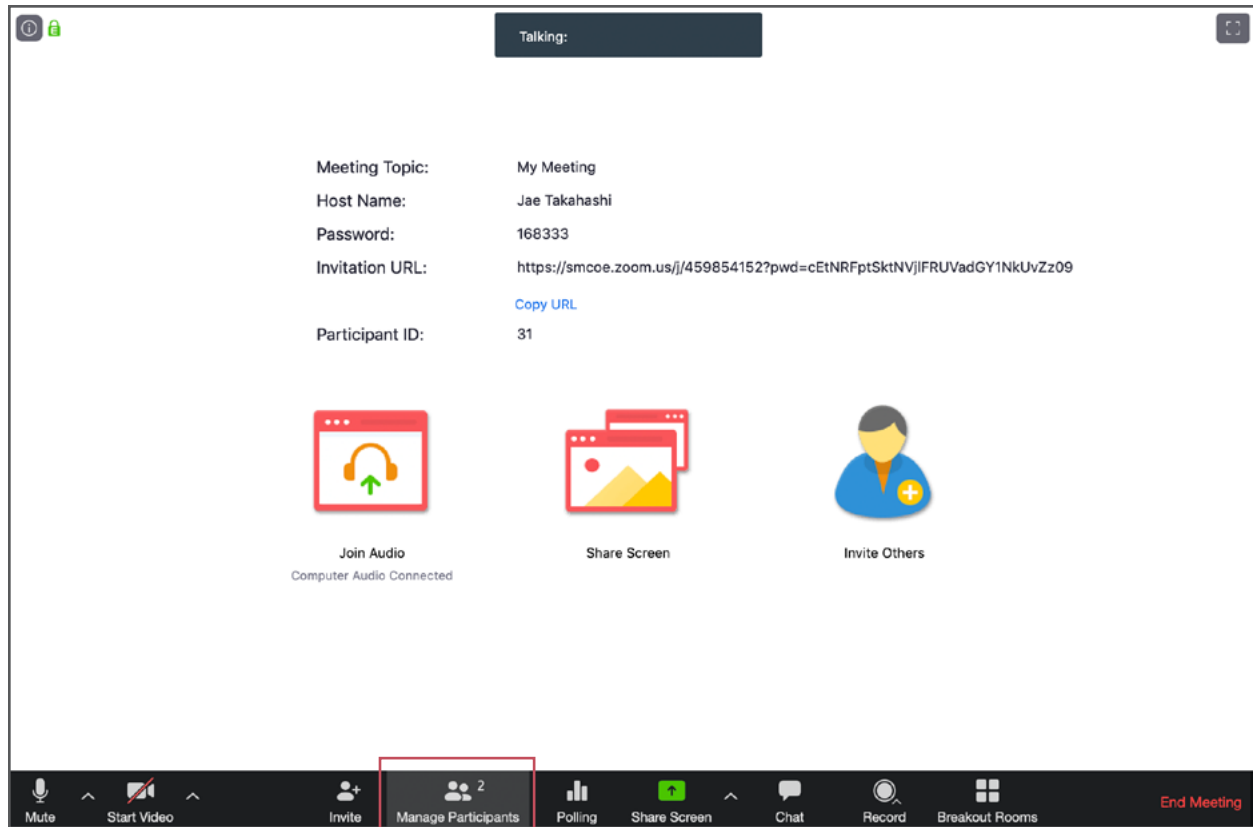




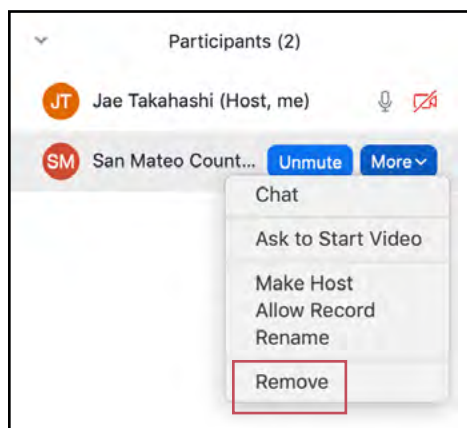
# “Remove” Participant from the Meeting if They Are ZoomBombing

To remove a participant

- Click on the “Manage Participants” button



- In the “Participants” list, hover your mouse over the participant’s name
- Click on the “More” button
- Select “Remove”



- The participant will be removed from the meeting and will not be able to rejoin