Prevent Zoom Bombing

Tips + Tricks

Use a Unique Id for Large or Public Zoom Calls

If you're the host of a large Zoom call where members of the public or other strangers are invited, it's much better to use a one-time code rather than your personal meeting ID *(PMI)*. When you schedule a Zoom meeting, look for the **Meeting ID** options and choose **Generate Automatically**.

Require a Meeting Password

To password-protect a meeting, start by scheduling a meeting and checking the box next to **Require Meeting Password**. This option is only presented when you generate a unique ID, not when you use your PMI.

Create a Waiting Room

You can let people into the meeting all at once or one at a time; if you see names you don't recognize in the waiting room, you don't have to let them in at all.

Make Sure Only the Meeting Hosts Can Share Their Screen

Lock a Meeting Once it Starts

While the meeting is running, navigate to the bottom of the screen and click **Manage Participants**. The participants panel will open. At the bottom, choose **More > Lock Meeting**.

Remove a Participant or Put Them on Hold

- **To remove someone from the meeting**
  During the call, go to the **Participants** panel on the right. Hover over the name of the person you want to boot, and when options appear, choose **Remove**.

- **To put someone on hold**
  During the call, find the video thumbnail of the person you want to put on hold. Click on their video image and select **Start Attendee On Hold**. You can also press **Take Off Hold** in the participants panel when you are ready.

Disable Private Chat

Open **Settings** in the Zoom web app *(not the desktop app)*. On the left side, go to **Personal > Settings**, then click **In Meeting**. Scroll until you see **Private Chat**. When the button is gray, it's disabled.

For Large Chats, Mute Partcipants

While the call is running, click **Manage Participants** at the bottom of the Zoom window. The participants panel opens, and you can individually mute people and disable their cameras by clicking the microphone or camera icon next to their name.

Follow these guidelines so you don't have any unwelcome guests joining your Zoom meetings.

Source: https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing