



Who Are These People and Why Are They Interrupting My Session?

By Miyo Yamauchi (with thanks to <https://blog.zoom.us/keep-uninvited-guests-out-of-your-zoom-meeting/>)

Who are Zoom-bombers?

Uninvited attendees who show up in your events and deliberately try to derail it.

Suggested preventive measures when scheduling an event:

- **Update your Zoom apps.**

Zoom is constantly improving its security. Make sure to keep it up-to-date.

- **Use a unique ID and passcode for each event.**

Each Zoom user has a personal meeting ID. It's like your Zoom phone number. When you schedule a meeting, you have an option to use your personal meeting ID or random ID. It's better to use a random ID. If your personal ID is leaked, Zoom-bombers can harass you anytime they want.

- **Use a password.**

Don't publicly advertise the password on your website or social media.

- **Use a waiting room.**

When you schedule a Zoom meeting, this option is marked by default. When it's on, the Zoom hosts may let people in all at once, or one at a time.

Note: If you serve as an event host as well as tech support, you may be distracted by notifications. If you make performers co-hosts, it may distract them as well.

- **Screen Share**

Click the up-facing carat next to Share Screen and choose Advanced Sharing Options. The following options are suggestions. Please adjust them as you see fit.

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

One participant can share at a time

- **Who can share?**

Turn off screen sharing for everybody but the meeting hosts: Unless performers want to share their screens, make the feature available only for hosts.

- **Who can start sharing when somebody else is sharing?**

Only Hosts

- **Lock the event when it starts.**

If the event starts and all of your expected guests join, you can lock the event from new participants. Click the up-facing carat next to Security and check "Lock Meeting." Or navigate to the bottom of the screen and click Participants. The Participants panel will open. At the bottom, choose More > Lock Meeting.

Note: If you want to allow late-comers to join, do not use the feature.

Suggested preventive measures when Zoom-bombing happens:

Take a deep breath, do not engage with the individual, focus on resolving the situation.

- **Stop unwanted screen sharing.**

If your screen share options are set up as suggested above, share your own screen. You are the host and you may take screen sharing over from attendees.

- **Stop unwelcome webcam video or sounds.**

1. Navigate to the bottom of the screen and click Participants
2. Locate the person's username (which will also be at the top of their video).
3. To the right of their name, mute their webcam and/or microphone.

- **Suspend participants' activities.**

1. Turn off all participants' video, audio, Zoom Apps, and ability to share their screen temporarily. This will apply to all participants.
2. Navigate to the bottom of the screen and click Security.
3. Uncheck everything under the "Allow participants to" section.

- **Kick the person out.**

You can remove someone from your event by using the Security Icon or Participants menu. On the Participants menu, you can mouse over a participant's name and several options will appear, including Remove. Click that to kick someone out of the meeting. When you do remove someone, they can't rejoin the meeting.

Note: By default, an ousted guest cannot rejoin. What to do if you make a mistake? You can allow a booted party to rejoin. Enable this feature by going to the web portal and navigating to Settings > Meeting > In-Meeting (Basic). Toggle on the setting called Allow removed participants to rejoin.