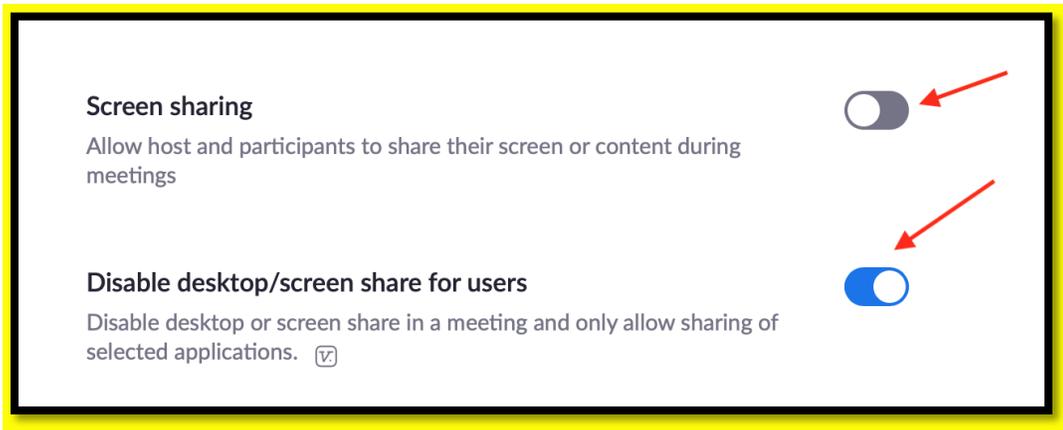# A SOBER GUIDE TO ZOOM

There are a number of recommended settings changes and admin tools to arm your hosts with to combat "Trolls", bullying, or unwelcome intrusions (known collectively as "Zoombombing") into the meeting – below are the suggested tools:

A. **ALWAYS DISABLE SCREEN SHARING** and no one will be able to display inappropriate content on the screen. Sometimes they can hack this, don't panic
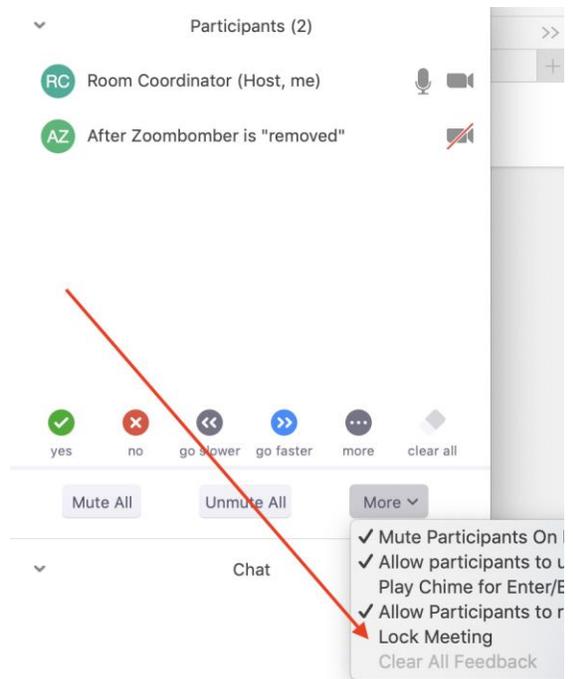
Screen sharing
Allow host and participants to share their screen or content during meetings

Disable desktop/screen share for users
Disable desktop or screen share in a meeting and only allow sharing of selected applications.

B. One of the Best Way to Keep Someone from Zoom bombing:

"LOCK" the meeting to prevent anyone else from joining. If you meetings agrees on a time once you begin to "close the doors" so no unwanted distractions can occur. This is under "more" on your device when you are Host or Co-Host.

You can also do this if the group conscience has determined a size limit for the meeting.

Also you can disable the checked box "ALLOW PARTICIPATNS TO UNMUTE THEMSELVES"

Just like in person meetings, if someone is disruptive, you can ask them to leave or in this case you can remove them:

Participants (2)

RC Room Coordinator (Host, me)

AZ After Zoombomber is "removed"

yes   no   go slower   go faster   more   clear all

Mute All   Unmute All   More ∨

✓ Mute Participants On
✓ Allow participants to u
Play Chime for Enter/E
✓ Allow Participants to r
Lock Meeting
Clear All Feedback

Chat

SECURITY DURING THE MEETING:

Please be aware that you can **"REMOVE**" someone from the meeting if they are disruptive.

Simply Find the person on list of participants, select More, Select Remove
        (Please note only the Host of the meeting has this option)
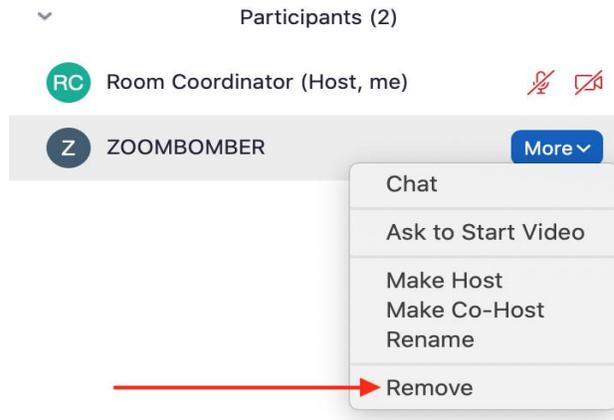
C) Adding additional level of security by requiring everyone who attends the meeting have a registered (free) Zoom account. This enables you to KNOW who Zoombombed you after the meeting.

***Please note this will exclude people from joining by phone and all person who do not have an account

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.

Meeting Authentication Options:
Sign in to Zoom (Default)   Edit   Hide in the Selection

D) **"PASSWORD PROTECT"** the meeting in "Meeting Settings". You will want to SHARE VERBALLY or through email and not on chat after you have REMOVED anyone who is not on video/that you do not know. Some groups use the original zip code of the meeting address. **This meeting will not be available to Newcomers, as the Office will not provide Passwords, it would be up to members to share amongst themselves**

E) You can also use the setting "Chat only to host" to silence and block off chats.

D) You could enable the "WAITING ROOM" feature:

The waiting room feature, places every guest in a virtual waiting room before the meeting starts. When you're ready, you'll then have to manually admit your guests. This gives you control over who can attend and makes it easier to keep unwanted guests out. This is not the right solution for big meetings, nor meetings that you do not know everyone attending
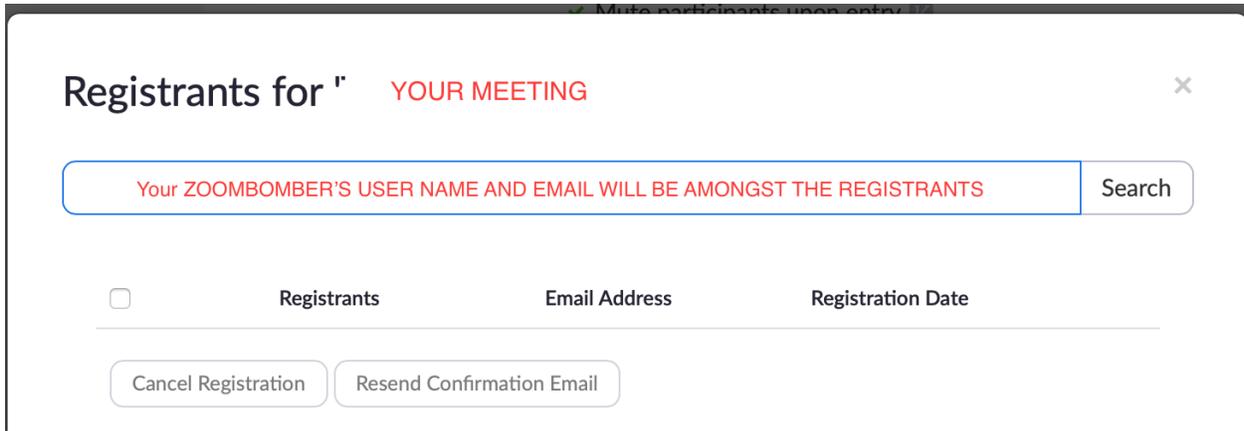
F) AFTER THE MEETING, Go into your "Registered users" and scroll through to find the name of the person who Zoombombed you. You can email ZOOM SECURITY with the user name and email of the ZoomBomber. You can also forward any abusive emails you receive from trolls.
          (This is only possible if you had required a Zoom account to enter)

Then a List Would Appear

Registrants for " YOUR MEETING   ✕

| | Your ZOOMBOMBER'S USER NAME AND EMAIL WILL BE AMONGST THE REGISTRANTS | Search |

☐	Registrants	Email Address	Registration Date

Cancel Registration   Resend Confirmation Email

Now you have details to report Zoom about occurrence.

Just Like any meeting, you want to figure out what works best for your group. We are just passing along tools that exist within Zoom that can make a more manageable meeting.