



## How to Prevent “Zoom-Bombing:” A Guide

---

Many domestic violence coalitions and national technical assistance organizations have been worried about hosting meetings with colleagues via Zoom after hearing about “Zoom-bombings.” This is when malicious actors join and hijack a meeting by posting explicit content or just generally troll the meeting. This resource is designed to help those organizations adjust their settings to help secure against such events.

*Please note – NNEDV has developed detailed guidance for victim service organizations considering using video platforms to provide direct services to survivors. See our [Digital Services Toolkit](#) at [TechSafety.org](#) for that information.*

### Preventing Unauthorized Access

#### REQUIRE REGISTRATION

This is an excellent option for deterring potential Zoom-bombers for two reasons. First of all, it requires extra steps to join the meeting, which can thwart less motivated bad actors. Second, it allows you to view everyone who registered and filter out any unrecognized or unusual registrants.

To do this, you can first login to <https://zoom.us> and either select “Schedule a New Meeting” (if you’re creating a brand new meeting) or find your existing meeting in the “Upcoming Meetings” tab.

- ★ If **scheduling a new meeting**, check the “Require Registration” box about halfway down the page.
- ★ If **editing an existing meeting**, first, you have to scroll down on the “Manage [Meeting Name]” page and find “Edit this Meeting” (bottom right). On the edit page, you’ll see the “Require Registration” checkbox.

My Meetings > Schedule a Meeting

### Schedule a Meeting

Topic

Description (Optional)

---

When

Duration  hr  min

Time Zone

Recurring meeting

**Registration**  Required

---

Meeting ID  Generate Automatically  Personal Meeting ID 372-598-5840

---

Meeting Password  Require meeting password

---

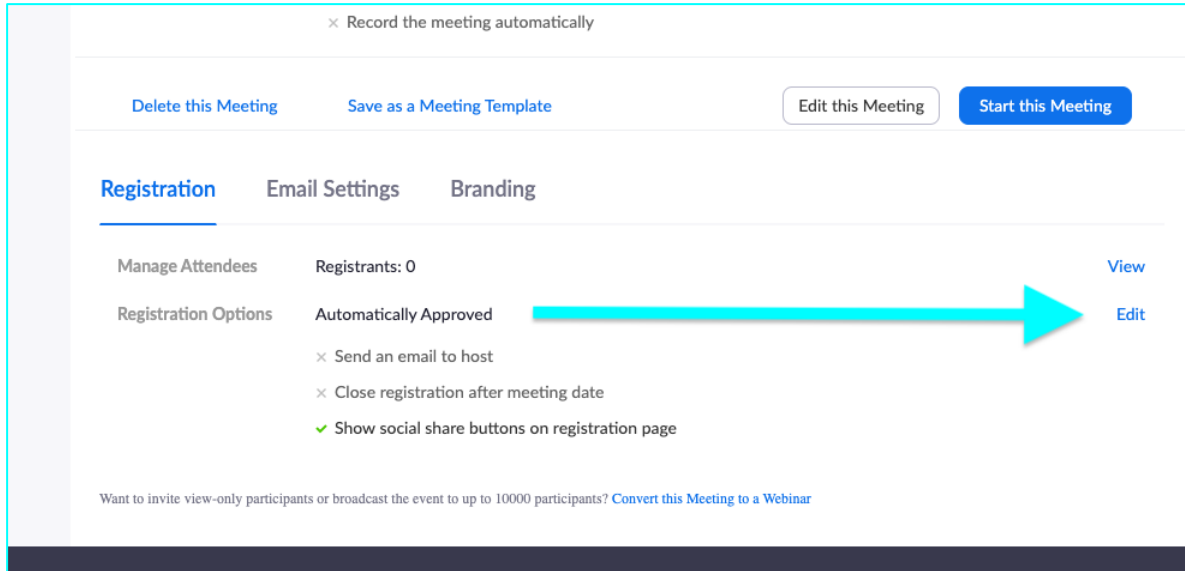
Video

Host  on  off

Participant  on  off

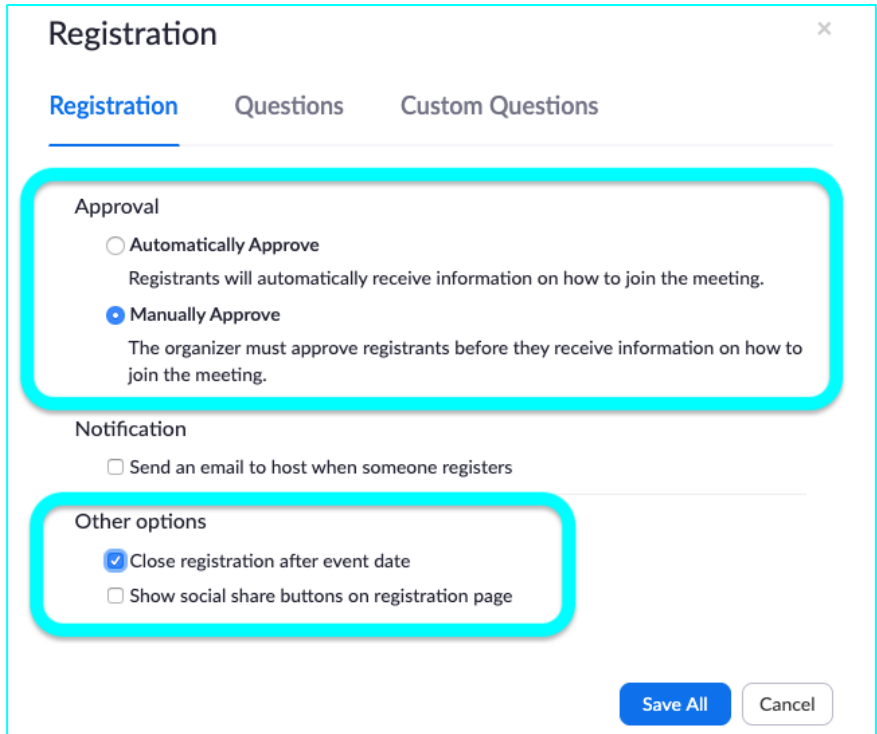
**Don't forget to save once you've turned on registration!**

After you're back to the meeting's management page (which will come up after you've finished scheduling or editing), if registration is turned on, there will be a new section at the bottom of the page, where you can edit registration settings. Click "Edit" next to "Automatically Approve," as seen below:



And now you'll have a choice to make: **automatically approve** registrants or **manually approve** registrants. We recommend **manually approving** registrants. While this might *seem* like a pain, it's actually quite easy to approve in large batches (more info later).

We also suggest closing the registration after the event date and not showing social share buttons. Here's a screenshot of the recommended settings:



You can add questions to the registration that you might want your potential participants to answer. This could be useful to help you guide the meeting or even just to get more information about who will be in your meeting. Zoom gives you a list of sample questions, and you can add your own custom questions. You can make any number of them required by checking the box on the right hand side.

**Registration** [Close]

Registration   **Questions**   Custom Questions

Add Registration Fields

First Name and Email Address required.

<input type="checkbox"/> Field	<input type="checkbox"/> Required
<input checked="" type="checkbox"/> Last Name	<input checked="" type="checkbox"/>
<input type="checkbox"/> Address	<input type="checkbox"/>
<input type="checkbox"/> City	<input type="checkbox"/>
<input type="checkbox"/> Country/Region	<input type="checkbox"/>
<input type="checkbox"/> Zip/Postal Code	<input type="checkbox"/>
<input type="checkbox"/> State/Province	<input type="checkbox"/>
<input type="checkbox"/> Phone	<input type="checkbox"/>
<input type="checkbox"/> Industry	<input type="checkbox"/>
<input checked="" type="checkbox"/> Organization	<input type="checkbox"/>
<input checked="" type="checkbox"/> Job Title	<input type="checkbox"/>
<input type="checkbox"/> Purchasing Time Frame	<input type="checkbox"/>
<input type="checkbox"/> Role in Purchase Process	<input type="checkbox"/>
<input type="checkbox"/> Number of Employees	<input type="checkbox"/>
<input type="checkbox"/> Questions & Comments	<input type="checkbox"/>

To invite attendees to your webinar, you'll be given a registration link that you can share. You can either just copy the invitation, which copies some

boilerplate text that Zoom uses, or you can copy the URL and share with your own message.

The screenshot shows the Zoom meeting management interface for a meeting titled "Example Meeting Name". The page includes a "Start this Meeting" button in the top right. The meeting details are as follows:

- Topic:** Example Meeting Name
- Time:** Apr 1, 2020 02:00 PM Central Time (US and Canada)
- Add to:** Buttons for Google Calendar, Outlook Calendar (.ics), and Yahoo Calendar.
- Meeting ID:** 144-937-671
- Meeting Password:** Require meeting password (indicated by a red 'x')
- Invite Attendees:** A section highlighted with a red border containing a green message box: "People are required to register before joining this meeting." Below this, the registration URL is provided: [https://zoom.us/meeting/register/vJApfuqvqDwrUybl\\_8zjv6j14FKvYv33iQ](https://zoom.us/meeting/register/vJApfuqvqDwrUybl_8zjv6j14FKvYv33iQ), with a "Copy the invitation" button.

Once people have started registering for your meeting, you can review and approve the registrants. Note that even if you don't have manual approval turned on, you can still cancel a registrant and their unique "Join" link will no longer work. Here's where you can review and approve registrants:

The screenshot shows the Zoom meeting management interface for a meeting titled "Example Meeting Name". The page includes a "Start this Meeting" button in the top right. The meeting details are as follows:

- Record the meeting automatically:** (indicated by a red 'x')
- Buttons:** Delete this Meeting, Save as a Meeting Template, Edit this Meeting, Start this Meeting.
- Registration Options:** Automatically Approved
  - Send an email to host (indicated by a red 'x')
  - Close registration after meeting date (indicated by a red 'x')
  - Show social share buttons on registration page (indicated by a green checkmark)
- Registrants:** 0. A red arrow points to the "View" button next to the registrant count.
- Manage Attendees:** (indicated by a red 'x')
- Registration Options:** (indicated by a red 'x')
- Branding:** (indicated by a red 'x')
- Footer:** Want to invite view-only participants or broadcast the event to up to 10000 participants? [Convert this Meeting to a Webinar](#)

If you have multiple registrants and you just want to select them all to approve, you can click the checkbox at the top left of the list, then click "Approve." By clicking on the person's name, you can also review their answers to registration questions.

Registrants for 'Example Meeting Name' ×

Search by name or email

**Pending Approval (1)**    Approved (0)    Denied (0)

<input checked="" type="checkbox"/>	Registrants	Email Address	Registration Date
<input checked="" type="checkbox"/>	Matt Heinrich	matt@mattheinrich.com	Apr 1, 2020 01:33 PM

If you need to deny a registrant, you have the chance to edit the message that's sent. This is a good way to say something like "Sorry, we're over capacity for this meeting, but we'll schedule another or send a recording."

Send Registration Denial Email ×

[Back](#)

To:  
Matt Heinrich (matt@mattheinrich.com)

Subject:

Body:

You'll always be able to review the approved registrants on the "Approved" tab and cancel some (or all) registrations. This works because, unlike a regular Zoom join link, each person receives a *unique* link to join. If their registration has been cancelled, their link will not let them join.

**Note: Registrants should NOT share their join link with others.** When two people join from the same link, they'll both join with the same name. They will also count as two participants, which could cause attendance to exceed the number of attendees permitted with your license.

### **USE A UNIQUE ID FOR LARGE/PUBLIC ZOOM CALLS**

When you host a meeting in Zoom, you may want to use your Personal Meeting ID. This is an ID that is static and assigned to your account, which can make it really easy to set up and join standing meetings or weekly check-ins with colleagues.

However, if you're hosting a meeting where members of the public or other strangers are invited, we recommend using a Unique ID. Once you put your Personal Meeting ID out to the world, anyone can jump into any future meeting you set up using that ID. Here's how you set up a meeting with a Unique ID:

- ★ In the Zoom app, create a new meeting. This window will appear:

## Schedule a Meeting

**Topic**

Justin Coyne's Zoom Meeting

**Date**

4/ 3/2020 12:00 PM to 4/ 3/2020 12:30 PM

Recurring meeting Time Zone: Eastern Time (US and Canada)

**Meeting ID**

Generate Automatically  Personal Meeting ID [REDACTED]

**Password**

Require meeting password [09 [REDACTED]]

**Video**

Host  On  Off Participants  On  Off

**Audio**

Telephone  Computer Audio  Telephone and Computer Audio

Dial in from United States [Edit](#)

**Calendar**

iCal  Google Calendar  Outlook  Other Calendars

- ★ Select “Generate Automatically” and Zoom will provide you with a Unique ID for this meeting.

### USING A MEETING PASSWORD

Above, you’ll see we also pointed out the checkbox to require a meeting password. This is only an option when you generate a unique ID. Adding a password will create an extra layer of security for your Zoom meeting. You’ll

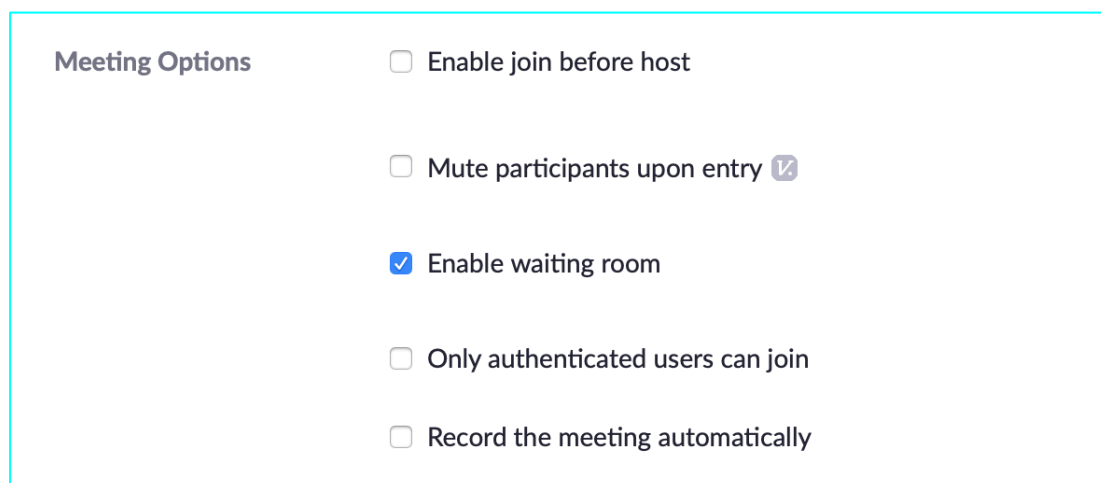


have to distribute the password to those who have replied to the RSVP and seem credible.

## CREATE A WAITING ROOM

Another way to screen people before they join the Zoom call is to create a waiting room. When participants join the meeting, they'll be greeted with a waiting room screen and won't be in the call until the host decides to let them in. The host can let people in all at once or one at a time, which lets the host screen for unrecognized individuals.

To turn this setting on or off, login to <https://zoom.us> in a web browser. Go to "Meetings" and click on the meeting you want to enable a waiting room for. Click "Edit this meeting" and scroll down to "Meeting options." You'll see these options:

A screenshot of the Zoom Meeting Options settings page. The page is titled "Meeting Options" and contains five toggle switches. The "Enable waiting room" option is checked, while the others are unchecked.

Setting	Status
Enable join before host	Unchecked
Mute participants upon entry	Unchecked
Enable waiting room	Checked
Only authenticated users can join	Unchecked
Record the meeting automatically	Unchecked


You'll be able to toggle the waiting room settings here.

## Additional Steps in Case a Bad Actor Enters your Zoom Meeting

Even with the best laid precautions, it's possible someone you don't want in your meeting might find their way in. The following steps can be used if someone unexpected enters your meeting.


## MAKE SURE ONLY HOSTS CAN SHARE THEIR SCREENS

Should a bad actor somehow make their way into the meeting, you'll want to prevent them from totally hijacking your meeting. Step one for that is to prevent them from sharing their screen. You can do that in advance of your meeting. Again, login to zoom.us in a web browser. Navigate to Personal > Settings > In Meeting (Basic). Scroll to Screen Sharing and you'll be able to toggle sharing permissions here:


**Screen sharing** 

Allow host and participants to share their screen or content during meetings

**Who can share?**

Host Only  All Participants 

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

Host Only  All Participants 

**Save** **Cancel**

Change it to “Host Only,” that way no one can hijack the screen and share unsavory content.

### **LOCK A MEETING ONCE IT STARTS**

Once you start a meeting, and everyone you expect to join is in, you can lock the meeting to prevent anyone else from joining. While the meeting is running, navigate to “Manage Participants” at the bottom of the screen. This will open a panel on the side of your window. At the bottom, choose “More” then “Lock Meeting.”

### **KICK SOMEONE OUT OF THE MEETING**

If a malicious actor enters your meeting, you still have the ability to remove them. To kick them out, navigate to “Manage Participants” as above. Hover over the name of the person you want to kick, and when options appear, select “Remove.”