

# HOW TO PREVENT ZOOM BOMBING

With Zoom becoming so popular for holding meetings it has also become popular for trolls to disrupt those meetings. Here are some tips to minimize disruption as you move business forward.

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Don't use your Personal Meeting ID for the meeting. Instead, use a per-meeting ID, exclusive to a single meeting.



Enable the "Waiting Room" feature so that you can see who is attempting to join the meeting before allowing them access.



Disable Join Before Host, screen-sharing for non hosts, remote control function file transferring, annotations and the autosave feature for chats.



Once the meeting begins and everyone is in, lock the meeting to outsiders and assign at least two meeting co-hosts to help control the meeting.

## What to do if a Zoom Bomber gets in



Lock them out. Go to the Participants List in the navigation sidebar, and scroll down to More. Click Lock Meeting to stop further participants from entering the meeting and to be able to remove participants.



Shut them up. You or your co-host go to the Participants List, scroll down to the bottom, and click Mute All Controls. This makes it so the unwelcome participant can't use their microphone to disrupt your audio.