

Zoombombing Prevention & Resolution Strategies

On this document:

1. Allow authenticated users
2. Add passcode to a meeting
3. Enable waiting room
4. Disable file share
5. Screen sharing options
6. Lock meeting or remove participants
7. **Suspend all participant activities (NEW)**

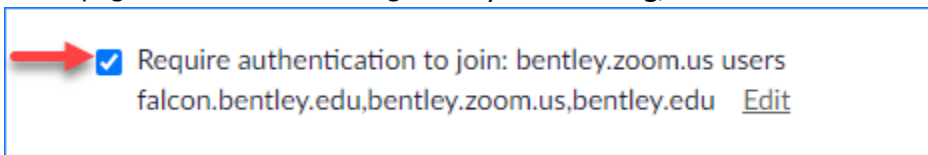
What is Zoombombing? A new form of trolling in which a non-invited participant accesses a Zoom meeting and uses Zoom's screen sharing feature or chat to interrupt and disrupt meetings and classes.

Strategies to Prevent Zoombombing in your Class: Employ the following strategies to restrict participant privileges and to make sure that only enrolled participants are in your class.

You can either require Bentley Authentication, require a passcode, or waiting room. Authentication (step 1 below) is preferable as long as you have no guest speakers (non-Bentley participants) but you will need to send the student instructions (also included below) so they know how to sign in. If you forego requiring authentication, please use step 2 to require a passcode, or step 3 to require a waiting room. There is no need to require all 3 security options, choose one that will work best for your meeting.

1. Allow only Bentley authenticated users to join your meeting. (students will have to login to Bentley Zoom account with this method):

In your list of scheduled meetings, click on the named meeting, which is a hyperlink, then at the bottom of the page choose "Edit meeting". Edit your meeting, and check



NOTE: If you have guest speakers or other non-Bentley associated users in your class or event, you can add their email domain to the list of allowed authentication users.

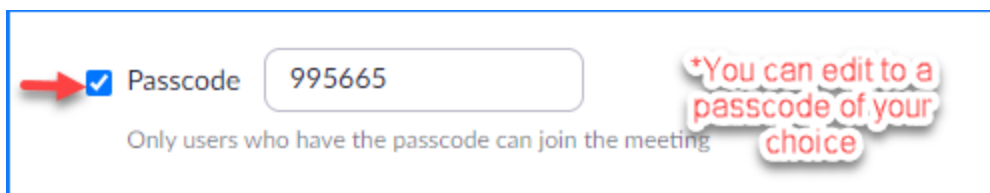
For more information on how to edit an established meeting to turn off authentication for a guest speaker visit: <https://atc4.bentley.edu/media/Zoom-Guest-Speaker.pdf>

Instructions for students: Student will now have to authenticate to join your session. Please send your students these directions to join using authentication:

<https://atc4.bentley.edu/media/studentauthentication.pdf>

2. Add a passcode to join your Zoom meeting:

If you add a passcode, you will then need to give that automatically generated numeric passcode to your students. You can also choose to change the generated numeric passcode to a passcode of your choice. In your list of scheduled meetings click on the named meeting, which is a hyperlink, then at the bottom of the page choose "Edit meeting". Check the option to require a passcode

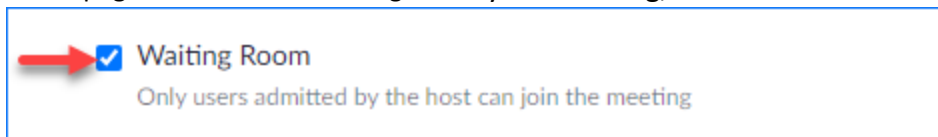


Please remember to share the passcode of your meeting with your students.

3. Enable Waiting Room:

If you enable the waiting room, you will need to pay attention throughout class in case a student comes in late or gets dropped and needs you to let them back in.

In your list of scheduled meetings, click on the named meeting, which is a hyperlink, then at the bottom of the page choose "Edit meeting". Edit your meeting, and check



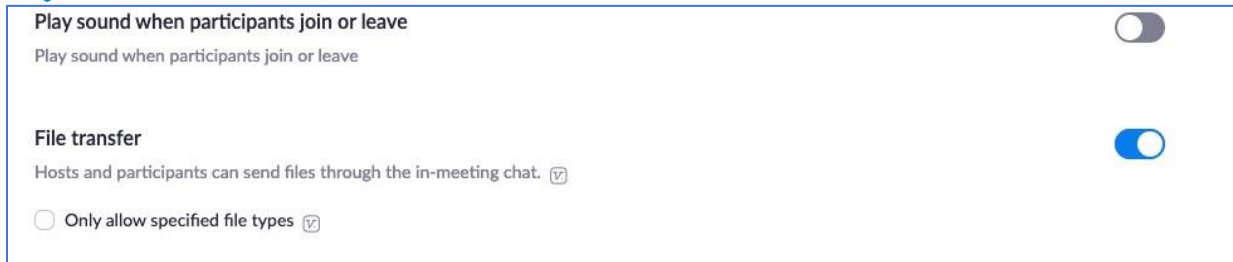
Once you enable the waiting room, you will need to admit the students (you can see their names). **Admit all, Admit** or **Remove** individually. More information on waiting rooms is here:

<https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms>

4. Disable file share and track participants entering and leaving:

In Settings (on <https://bentley.zoom.us>) you can change the following settings (blue is On):

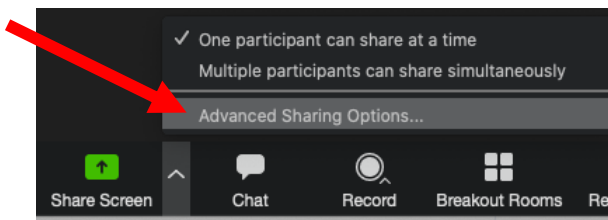
- Enable *Play sound when participants join or leave* (helps you track someone entering or leaving)
- Disable *File Transfer* in chats (prevents a participant from sending a file to the class)



5. Screen sharing options (during the meeting):

Zoom has changed the default screen sharing option to prevent participants from sharing.

If you want your students to share their screen during your class session, you will need to click on the arrow next to Share Screen and select Advanced Screen Sharing:

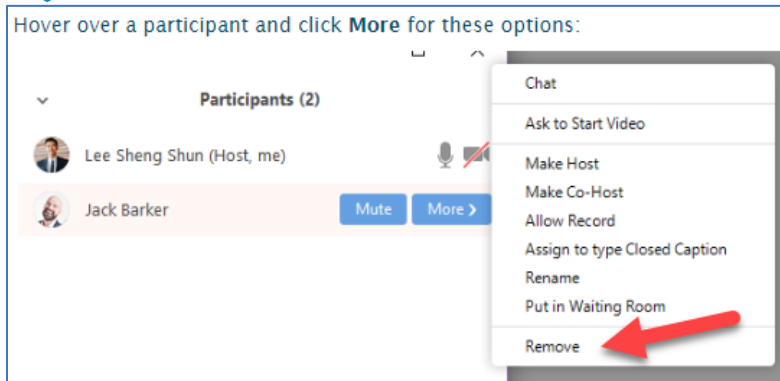


Then select All Participants (Who can share?)

6. Lock the meeting or remove a participant (during the meeting):

Open **Manage Participants** so you can see the participant's names as they join. Under **More** (below the participant names) click **Lock meeting**. This will prevent new users from joining, so do this only after all students have joined. If someone leaves and needs to re-join, you will need to unlock the meeting.

To remove an individual user, click **More** next to their name, and **Remove**. Be careful not to remove an actual student. They won't be able to rejoin until the option is changed in your Zoom settings.

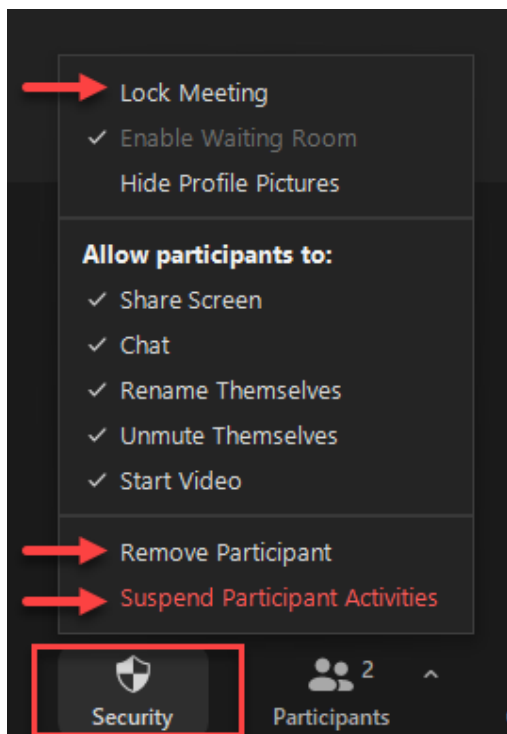


7. Suspend all participant activities (during the meeting):

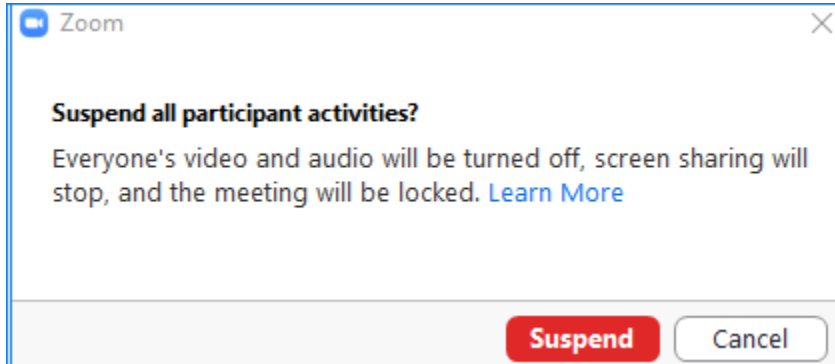
Update to the latest version of Zoom (version 5.5) to use this new feature

Click here to download: <https://zoom.us/download>

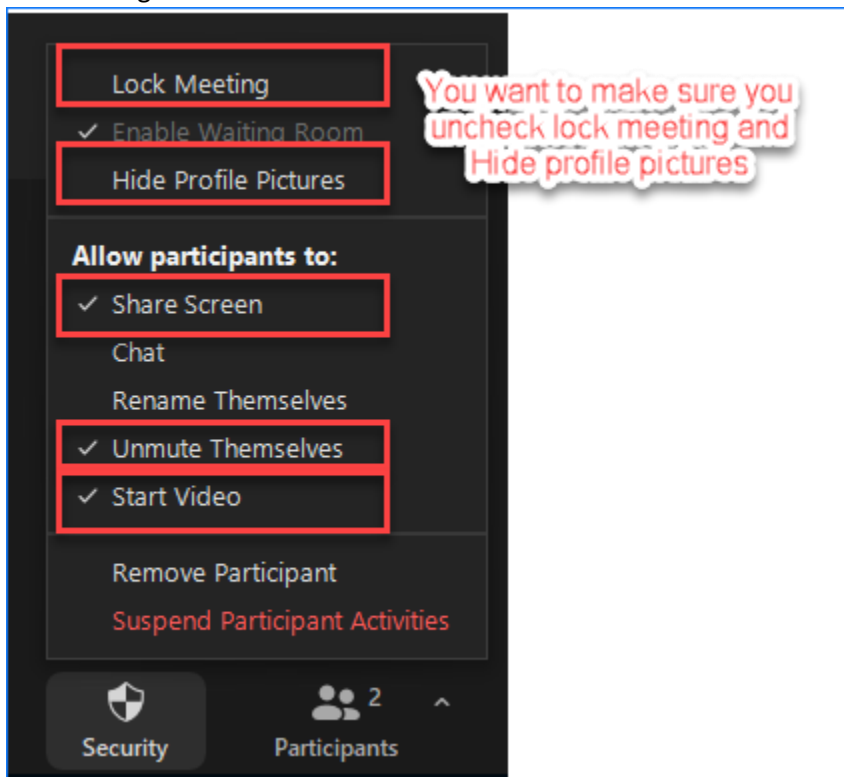
Using the suspend participation activities feature, will stop all video, audio, screen sharing, and remove users icons from displaying any profile pictures



Using the Security icon on your host control tool bar, you can lock the meeting, remove a participant, or suspend all participant activity.



To resume each function, select the security icon and check off the features you want to allow again in the meeting.



For more information on Zoom In-Meeting Security Options [Click Here](#)