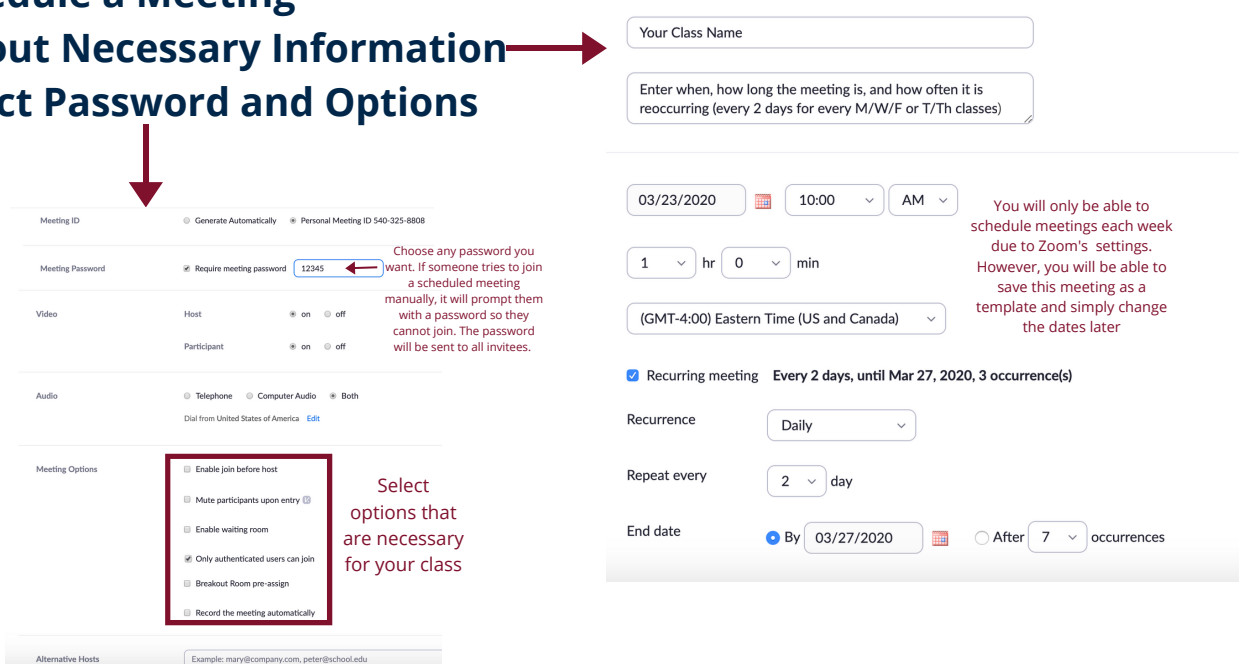


Preventing Zoombombing

Ensuring that Your Classroom Stays Secure

The best way to avoid unwanted and unknown people joining your zoom classroom is to create a reoccurring meeting that requires authenticated users. Here are the steps to create a more secure online classroom:

1. **Schedule a Meeting**
2. **Fill out Necessary Information** →
3. **Select Password and Options** ↓



The screenshot shows the Zoom meeting scheduling interface with several key elements highlighted:

- Meeting ID:** Personal Meeting ID 540-325-8808.
- Meeting Password:** A password of 12345 is entered. A red arrow points to it with the text: "Choose any password you want. If someone tries to join a scheduled meeting manually, it will prompt them with a password so they cannot join. The password will be sent to all invitees."
- Video:** Host and Participant options are shown as "on".
- Audio:** Telephone, Computer Audio, and Both options are shown.
- Meeting Options:** A red box highlights several options: "Enable join before host", "Mute participants upon entry", "Enable waiting room", "Only authenticated users can join", "Breakout Room pre-assign", and "Record the meeting automatically". A red arrow points to this box with the text: "Select options that are necessary for your class".
- Class Name:** A text field labeled "Your Class Name".
- Recurring Meeting:** A checkbox is checked for "Recurring meeting". The recurrence is set to "Every 2 days, until Mar 27, 2020, 3 occurrence(s)".
- Time and Date:** Date is 03/23/2020, time is 10:00 AM. Duration is 1 hr 0 min. Time zone is (GMT-4:00) Eastern Time (US and Canada).
- End Date:** Set to "By 03/27/2020, 7 occurrences".
- Additional Note:** A red text box on the right says: "You will only be able to schedule meetings each week due to Zoom's settings. However, you will be able to save this meeting as a template and simply change the dates later".

4. Send out meeting invitations to your students.

Those who are sent the link will be able to join the meeting without giving a password.

Other Recommended Settings

From the navigation on the left, click Settings. These settings are located in the Meeting section.

- Create a waiting room that lets you manually add participants into the zoom meeting.
- Disable "File Transfer" to prevent malicious files from being shared.
- Disable "Allow Removed Participants to Rejoin". Don't waste time kicking out the same offender.
- Do not to use the Use Personal Meeting ID (PMI) when scheduling a meeting in advance. Disabling this setting will generate a unique meeting code, but you will have to send out this code for each meeting.