Zoom bombing – protecting your events from hackers

Here are a few top tip to make sure that you are not 'Zoomed bombed'. This is when hackers join in your meetings. There are a few helpful tips just to keep you all safe.

1. **Don't share the meeting link on social media**. This allows anyone who has the link to gain access to the meeting. Unless you make changes to the settings as below.
2. **Change your settings.** There are a few settings that you can change that will help. I am going to explain how to do this below. **NB: Please make sure you change these settings before starting a zoom call.**
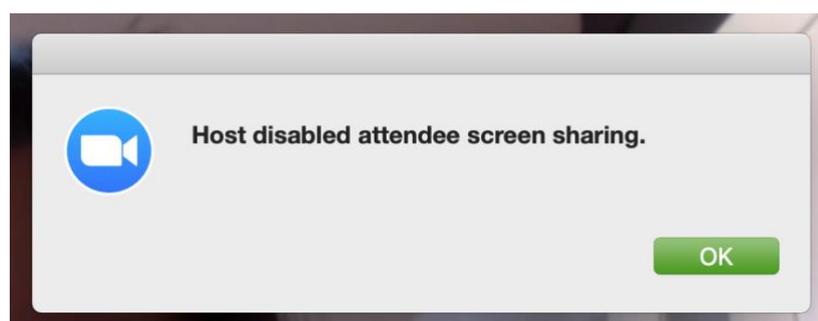
- Manage who can share:
  On the Zoom webpage go to settings:

  Under 'In Meeting (Basic) these are some of the settings you need to change:
  The main one is 'Screen Sharing'. Make sure that only the host can share.

NB: If you make people co-hosts then they can share also.

Anyone else who tries to share will get this message:

- The host can mute all participants if necessary and then unmute the person who should be speaking. This is done by going to 'Manage Participants' at the bottom of your zoom screen and then as the host there will be a button under the list of names of those who are on the call saying 'Mute All'.
- There are a few other settings which you may want to consider:

⇒ *Remote Control:*

Remote control

During screen sharing, the person who is sharing can allow others to control the shared content

⇒ *Whiteboard settings:*

Whiteboard

Allow participants to share whiteboard during a meeting 🔲

☑ Auto save whiteboard content when sharing is stopped

⇒ *Who can save the chat*

Chat

Allow meeting participants to send a message visible to all participants

◯ Prevent participants from saving chat 🔲

NB: Please think how best to use these settings to best serve your church rather than changing them all so that no-one can do anything except the host. I have just outlined what is possible.

3. **Manage Participants – Get people to register for a call.** You can get people to sign up to the meeting so you have any idea of who is coming. Then you send out the meeting link to specific people. You can do this simply through Google Docs or email the link out.

4. **Another option is the 'Waiting Room'**
This allows you to vet participants before they are allowed into the meeting. You have to give each participant permission to come into the meeting room.

Again, this is a setting you need to change on Zoom webpage before you start a meeting. Go to Settings -> 'In Meeting (Advanced). When you find the waiting room turn this setting on.

Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 🔲

NB: This could take a little while allowing all participants into a meeting so if there are lots of people coming then this might not be the best option.

5. You can remove people from a meeting if needed.
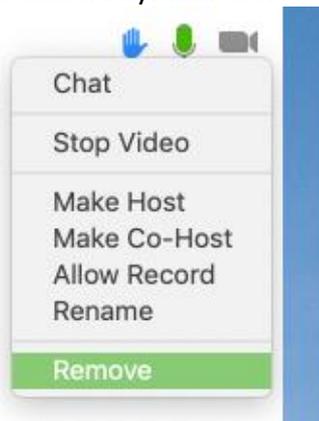   **NB: You must be a host to do this.**
   Go to manage participants at the bottom of your screen.


Click 'Manage Participants'.

Then a screen should either appear on the side of the video or pop up in the middle. This should have a list of everyone on the call.

Hover your mouse over the person you want to remove. Where the microphone and video camera symbol are:
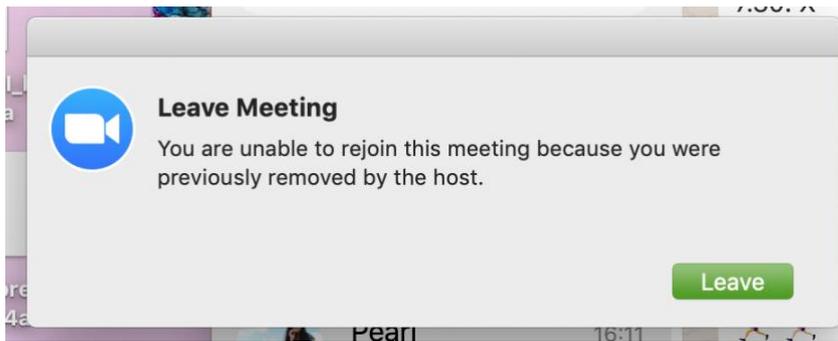

There should be a drop down menu. Click 'remove'.

Then a warning message should come up so you can't remove people by accident.
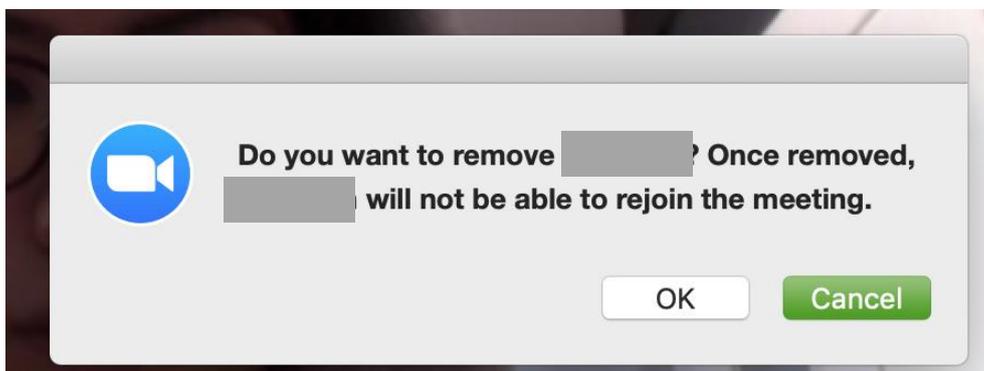
This will immediately close down the call to the person who you are removing.

If they try and rejoin the call then this is the message they will see:

Leave Meeting
You are unable to rejoin this meeting because you were previously removed by the host.

Leave

NB: You need to make sure that you have this setting turned off so that those removed can't rejoin.

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin [v.]