## RDA'S REMOTE WORKING TIPS

Preventing Zoombombings as a Meeting Host

WHAT IS A ZOOMBOMBING?

As the use of Zoom has flourished over the past weeks, so have internet trolls. One of the current security concerns is Zoombombing, wherein a group of uninvited users will join a Zoom meeting to disrupt it. Often, they will take over the screen share and chat to disseminate lewd and hateful messages. Apply some of the following tips to reduce the risk of this happening to you!

GET TO KNOW YOUR OPTIONS

Log into your Zoom account online or via the desktop application. Doing so allows you to view more information about your account and set default preferences for your meetings and webinars.
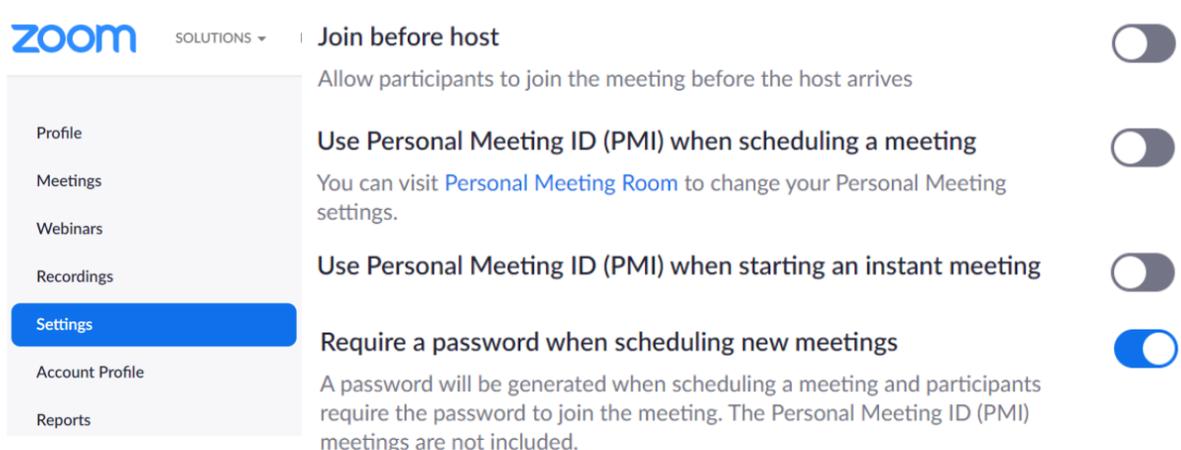

turn on these options:

- **Require Password** - only those you've given the password to can join
- **Enable Waiting Room** - review and approve who wants to join your meeting before they can enter
- **Mute Participants upon Entry** - avoid sound distortions; participants can be unmuted as needed

turn off these options:

- **Join before Host** - don't let anyone start the meeting before you are ready
- **Use Personal Meeting ID** - Zoom will auto-generate a unique ID for each meeting instead of a global ID you can use at any time
- **Allow Removed Participants to Rejoin** - you'll remove participants on purpose, so you won't want them back

TEAM UP TO CONTROL YOUR MEETING

It has long been a best practice to have 1-2 people support video meetings and webinars. This tactic is especially helpful for Zoombombing prevention and remediation. Prior to your meeting, build a team and assign responsibilities for facilitating the meeting, then add them as Alternate Hosts when building the meeting from your Zoom webpage or desktop app.
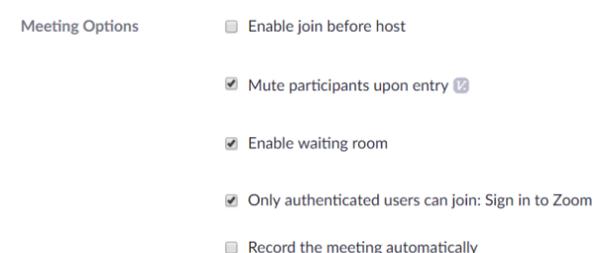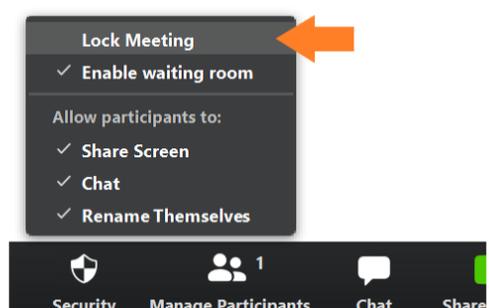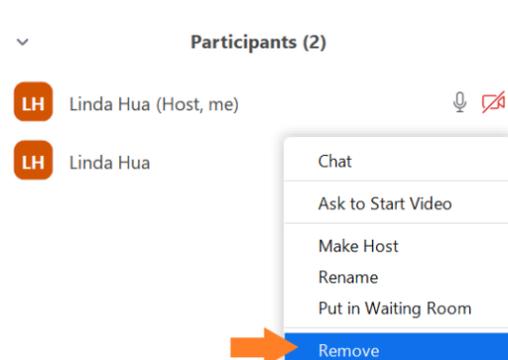

our preferred co-host setup

We like to have a rotating team of:
- 1 speaker/presenter
- 1-2 people monitoring participant activity & escalating comments to the speaker
- 1 person on call for tech support

LOCK THE MEETING

Once the meeting has begun, select the Security icon on your control ribbon & Lock the Meeting to prevent others from joining.

REMOVE PARTICIPANTS

You may remove disruptive participants by selecting Manage Participants on your ribbon. In the Participants menu, hover over the person you'd like to remove, click More, then Remove.

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