

FAQ: Prevent Zoom Bombing

Based on [Prevent Zoom-bombing](#) from the Better Business Bureau.

What is Zoom-bombing?

Hijackers can sometimes guess the correct URL or meeting ID for a Zoom session, and if successful, it gives them access to entering your Zoom meeting. As of April 1, two incidents were reported to BBB. One involved an online classroom using Zoom, where the intruder shouted profanity.

What can you do to prevent Zoom-bombing in my virtual classroom? (Recommendations from BBB)

- **Use a unique ID for meetings:** When using Zoom for your virtual classroom meetings, do NOT use your personal meeting room; instead set up a separate unique meeting for each of your class sections. When setting up the meeting for each class section, use the "Recurring meeting". This allows you to use the same meeting ID for all recurrences (future) meetings of the class.
- **Require a meeting password when setting up a new meeting:** Depending on your Zoom account, you may need to manually set up required meeting passwords for meetings that you set up. Check this by:
 1. Go to "Meetings" on left-hand navigation
 2. Go to "Schedule a New Meeting" (big blue button)
 3. In setting up the meeting (day/time/recurrence, etc.), scroll down the screen to "Meeting Password"
 4. Click on "Require meeting password"
 5. Zoom will automatically provide a six-digit number. You can change this if you wish, but as with any password, it is not recommended that you use easily recognizable passwords (for example, do not use "password" or "111111" as passwords)
- **Edit meetings that have already been set up to require a meeting password:** For each meeting that has already been created and set up, you will need to do the following:
 1. Go to "Meetings" on left-hand navigation

2. Go to "Upcoming Meetings" tab at top of the page. A list of upcoming meetings will show up.
 3. Go to the meeting(s)
 4. Scroll to the bottom of the page and click on "Edit this meeting" tab
 5. Scroll down the screen to "Meeting Password" section and click in the box "Require meeting password"
 6. Zoom will automatically provide a six-digit number. You can change this if you wish, but as with any password, it is not recommended that you use easily recognizable passwords (for example, do not use "password" or "111111" as passwords)
 7. IMPORTANT! You will need to inform your students of this password. When the student uses the url you have already provided for these meetings, the student will be prompted for the password.
- **Do not share the url and/or Zoom mtg id and password on social media or other public forum:** Send all Zoom information using Canvas Inbox, not via WVC email or personal email. This caution about sharing on social media may seem like a no brainer to you, the faculty; but share this caution with your students as well.
 - **Allow only hosts to share the screen** Click on this option when setting up the meeting. Once the meeting has started, you as the host can make a student a co-host and the student can then share their screen.
 - **Lock a meeting after it starts** If all students have already joined, or if you do not want to allow students who are “late” into the virtual classroom (say for ex., 20 minutes after the class has started), you can lock the meeting. This is equivalent to locking the classroom door to students who are late and trying to get into the physical classroom on campus. To lock the meeting:
 1. During the Zoom meeting, navigate to the bottom of the screen.
 2. Click on “Manage Participants”. The participants panel will open showing student names (if they logged into the meeting with their names)

3. At the bottom of the panel, click on “More”
 4. Choose “Lock meeting”
- **Create a waiting room** When using the waiting room option, students will be placed into a waiting room until you, the host, allows them in. You can allow students in all at once or one at a time. This lets you screen the students and if you see names you don't recognize in the waiting room, you don't have to let them in at all. **CAUTION!** If using the waiting room feature, the faculty (host) will need to be diligent about checking the waiting room regularly for students who may waiting to get into the classroom.