Tips to stop Zoombombing

1. Don't use your **Personal Meeting ID** for the meeting. Go to Advanced Options and uncheck this box. If not selected, a random unique meeting ID will be generated.

2. **Record the meeting automatically**: Uncheck this unless you want the meeting to be automatically recorded, which should only be done with written permission.

3. Enable the "Waiting Room" feature so that you can see who is attempting to join the meeting before allowing them access. To enable the Waiting Room feature, go to **Account Management** > **Account Settings**. Click on **Meeting**, then click **Waiting Room** to enable the setting.

4. Require meeting password: Consider adding a password to join under Advanced Options: Click on the arrow to view additional meeting options where you can select and input your meeting password here. Joining participants will be required to input this before joining your scheduled meeting.

> Note: The meeting password must meet these requirements.
> 10 characters maximum
> Passwords are case sensitive
> Use alphanumeric characters and these special characters: @ * _ -
> The Zoom web portal does not allow these characters: & <> \

5. Disable the ability for others to **Join Before Host** (it should be disabled by default but check to be sure). Then disable screen-sharing for nonhosts, and also the remote-control function. Finally, disable all file transferring, annotations and the autosave feature for chats. To disable most of these features, click on the gear-shaped **Settings** icon on the upper-right side of the page after you've logged in. From there, you'll see the option to turn off most of the listed features.
Disabling screen-sharing is a bit different. Go to the host controls at the bottom of your screen, and you'll see an arrow next to **Share Screen**. Click the arrow, then click **Advanced Sharing Options**. Go to **Who can share?** Click **Only Host**, then close the window.

6. Once the meeting begins and everyone is in, **lock the meeting** to outsiders. Consider assigning co-hosts. The co-hosts will be able to help control the situation in case anyone bypasses your efforts and gets into the meeting. To deputize your co-hosts, go to the same **Settings** icon, then to the **Meetings** tab. Scroll down to **Co-host** and make sure it is enabled. If Zoom asks you for verification, click **Turn On**.