How to stop Zoombombers

Here are some helpful tips on how to stop unwanted interruptions or disruptions during your public Zoom Meeting:

- **Avoid using your Personal Meeting ID (PMI)**
  - Under Meetings > Schedule a Meeting > Meeting ID select Generate Automatically
    - Generate Automatically  Personal Meeting ID

- **Enable Waiting Room**
  - Under Meetings > Schedule a Meeting > Meeting Options check Enable waiting room
    - Enable waiting room

- **Manage screen sharing**
  - In the Zoom Meeting, click on Share and select Advanced Sharing Options
    - Under How many participants can share at the same time?, select One participant can share at the same time
    - Under Who can share?, select Only Host

How many participants can share at the same time?

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

Who can share?

- Only Host  All Participants

Who can start sharing when someone else is sharing?

- Only Host  All Participants
- Manage Participants settings
  - In the Zoom Meeting, click on Manage Participants. A Participants window will appear on the right of your meeting. Click on More and enable the following:

![More settings](image1)

- Mute Participants On Entry
- Allow participants to unmute themselves
- Play Chime for Enter/Exit
- Allow Participants to rename themselves
- Lock Meeting
- Lower All Hands
- Put attendee in Waiting Room on Entry

- Disable in-meeting Chat
  - In the Zoom Meeting, click on Chat. A Chat window will appear. Towards the bottom right-hand corner of the Chat window, click on the ellipsis (...). Under Allow Participants to chat with: select No one to disable in-meeting chat.

![Chat options](image2)

- Save chat
- Allow Participants to chat with:
  - No one
  - Host only
  - Everyone publicly
  - Everyone publicly and privately

The suggested tips above lockdown the public Zoom Meeting very tight and prevent potential Zoombombing. If you would like to allow attendees to Chat, Share their screen, or Unmute themselves, the Host has the option to Remove the attendee, Put in waiting room, and Stop Video during Zoom Meeting. To view these options, click on Manage Participants, hover over the attendee in question, and click More.