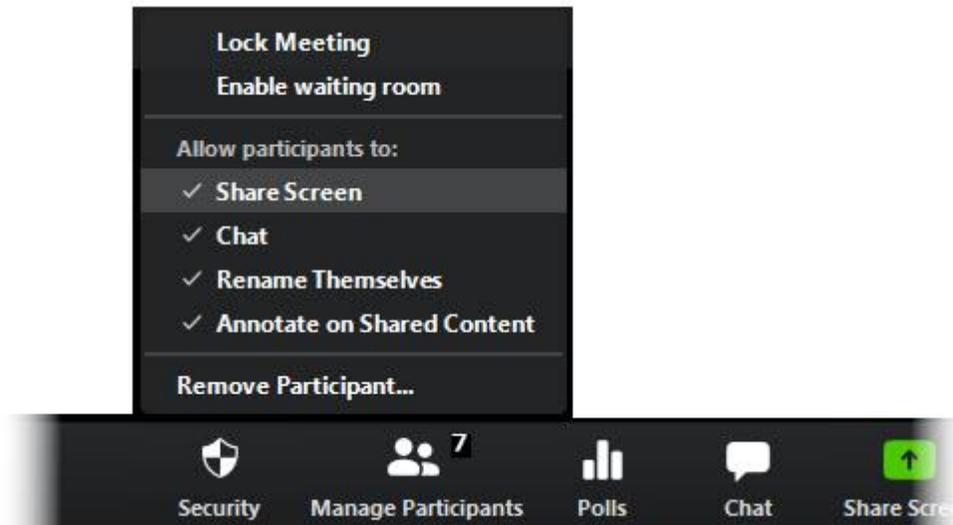


Zoom Security Features: Reduce the Odds of Zoombombing

Increase the security of your Zoom sessions to reduce the chance of unwanted attendees ("zoombombing")

Security Icon Options for Hosts

Zoom hosts will see the meeting **Security** icon. Clicking the icon shows a number of useful options in a single menu.



Hosts can toggle the following options on or off during meetings. Active features are identified with a checkmark. Clicking an active feature again toggles it off.

- **Lock Meeting**
When a meeting is locked, no new participants can join—even if they are authorized users or have a passcode. See more [below](#).
- **Enable Waiting Room**
When this option is turned on, participants are placed in a virtual waiting room until admitted by the host. See more [below](#).
- **Allow participants to:**
 - **Share Screen**
Turning this option off prevents participants other than the host from [sharing their screens](#).
 - **Chat**
Turning this option off prevents participants other than the host from using the **Chat** feature.

Rename Themselves

Turning this option off prevents participants from renaming themselves in the meeting.

Annotate on Shared Content

Turning this option off prevents participants other than the host from using annotation tools such as Draw, Stamp, Spotlight, Text, and Erase when screen sharing is used.

- **Remove Participant**

Dismiss a participant from the meeting. The removed individual cannot rejoin the meeting unless you have enabled [Allow Participants and Panelists to rejoin](#) in your account settings.

- **Report**

Report abuse directly to Zoom. In addition to using the **Security** icon menu to control meetings, consider setting the following options when scheduling meetings:

Enable the "Waiting Room"

The [Waiting Room feature](#) lets hosts control when each participant joins the meeting. As the meeting host, you can admit attendees one by one, or hold all attendees in the virtual waiting room and admit them en masse. This requires more work by the host, but only allows participants to join if you specifically admit them.

Disable "Join Before Host"

If you are scheduling a meeting where sensitive information will be discussed, it's best to leave **Enable join before host** turned off. (You can find the option under **Meeting Options** when scheduling a meeting.) Visit [Zoom's Join Before Host help page](#) for more information. It's strongly recommended that hosts also activate [Only authenticated users can join](#) when using this option.

The **Waiting Room** and **Join Before Hosts** options cannot be used at the same time. If you activate both, only the **Waiting Room** will be activated.

The **Join Before Host** option can be convenient for allowing others to continue with a meeting if you are not available to start it, but with this option enabled, the first person who joins the meeting will automatically be made the host and will have full control over the meeting.

Another option is to [assign an Alternative Host](#).

It's still possible for a meeting to start without you (the host) even if **Join Before Host** is disabled. If you have given someone [Scheduling Privilege](#), which allows them to schedule meetings on your behalf, then when that person joins a meeting before you, the meeting will begin and they will be made the host. This is typically not a problem, as the recommendation to disable **Join Before Host** is based on preventing unwanted/uninvited participants from hijacking a meeting. After you join, the role of Host can be reassigned to you.

Meeting Passcodes

Meeting passcodes (previously called passwords) are now required. Passcodes are encrypted within the join meeting link and participants can join without entering it.

Be aware that **anyone** who has the full link that contains the encrypted passcode can join your meeting—so do not share a meeting link publicly, particularly on social media.

Attendees who only have the meeting number and not the full link that includes the passcode will need to enter this passcode to enter the meeting. You'll need to communicate your passcode to those attendees, or use a passcode known by them already.

Limit Screen Sharing to the Host

By default, screen sharing in Zoom meetings is limited to the host. You can change this if necessary to allow other attendees to share their screens. If you do make this change and decide to return to having screen sharing be limited to the host, while in your meeting:

1. Click the **up-arrow** next to **Share Screen**.
2. Select **Advanced Sharing Options**.
3. Under **Who can share**, click **Only Host**.

This won't be appropriate when multiple participants will need to share and collaborate, but this restriction prevents unwanted attendees from interrupting the meeting with intrusive sharing.

Meeting Security When Scheduling Zoom Meetings Using Your Outlook Calendar

If you add a Zoom meeting to your calendar using the Outlook Zoom add-in, the appointment text may include the full Zoom link including the encrypted Zoom meeting passcode. **If you have set up your calendar so that it is open for all colleagues to view the details of your meetings**, this can expose the ability to enter the meeting to anyone who views your calendar. You can protect the passcode by making the calendar entry private.

Remove a Participant from a Zoom Meeting or Webinar

If you have already begun a session and find an unwanted attendee has joined:

1. If the **Participants** panel is not visible, click **Participants** at the bottom of the **Zoom** window.
2. Next to the person you want to remove, click **More**.
3. From the list that appears, click **Remove**.

Lock Your Session

The Security icon menu lets hosts quickly and easily lock a meeting by clicking **Lock Meeting** there. Be aware that when a meeting is locked, no one else can join and you (the host or co-host) will NOT be alerted if anyone tries to join—so don't lock the meeting until everyone has joined.

If Zoombombing Abuse Does Occur

Remove an Attendee from a Zoom Meeting

If you need to remove an uninvited or disruptive attendee from a Zoom meeting:

1. Open the **Participants** window if it's not already open by clicking **Manage Participants** in the Zoom meeting toolbar.
2. Select **More** next to the name of the attendee you want to remove.
3. In the menu that appears, click **Remove**.