In Meeting Controls to Prevent Zoom Bombing

NOTE: In order for some of the features listed under the security button to work properly, ALL THOSE PARTICIPATING ON THE CALL must be using the most current version of Zoom.

Meeting Security:

- **Locking the Meeting:** When you lock a meeting, nobody else can join the meeting. To lock a meeting, press the Security Button, and then click the option for "Lock Meeting." You can also lock the meeting by going to the Participants menu, clicking the More button (ellipses), and checking the option for "Lock Meeting."

  NOTE: Once a meeting is locked, students coming late to class will NOT be able to access the meeting or enter the waiting room. Wait a few minutes after your meeting starts before locking it.
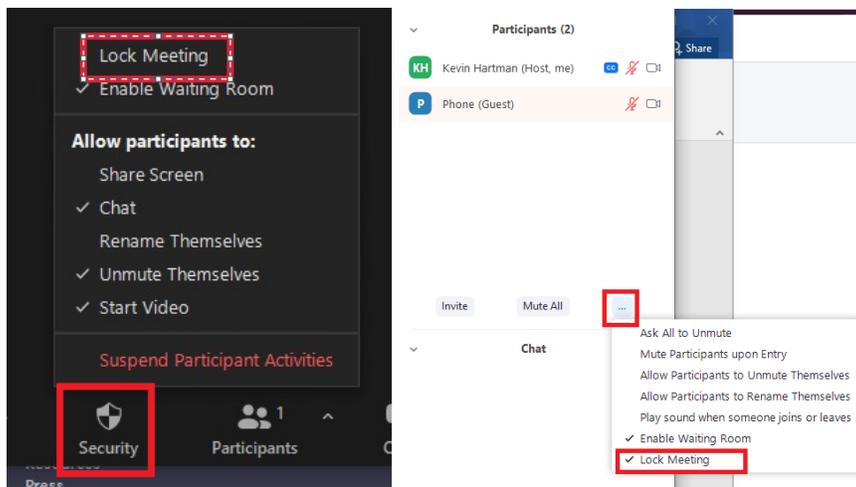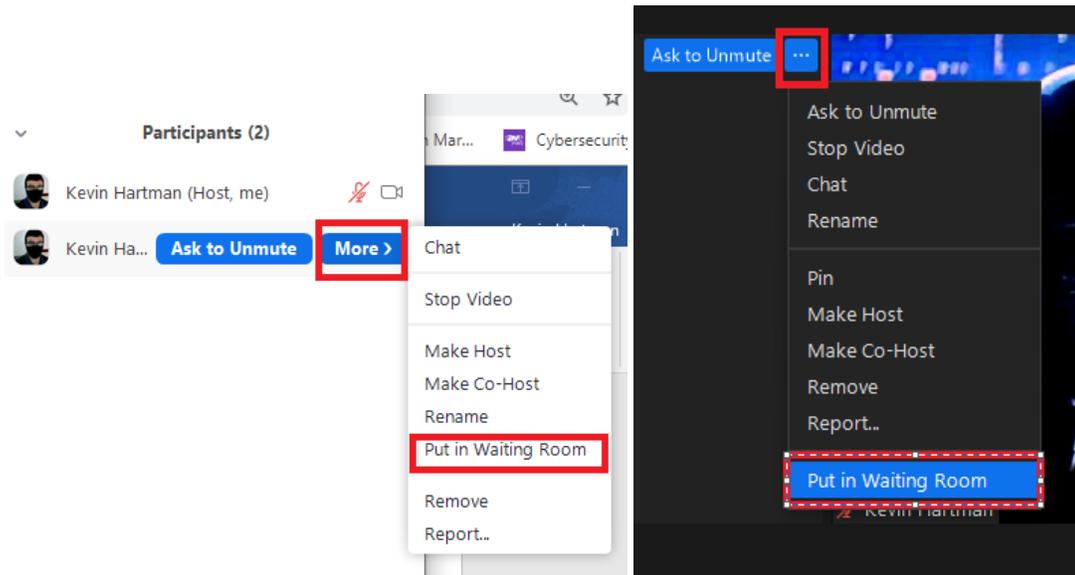

- **Enable Waiting Room:** Enabling a Waiting Room means users cannot join a meeting until a host admits them to the meeting. Hosts can admit users individually or all at once. To enable a waiting room during a meeting, press the Security button and then check the option for "Enable Waiting Room", or click the More button in the Participants panel and select "Enable Waiting Room." See images on the following page.
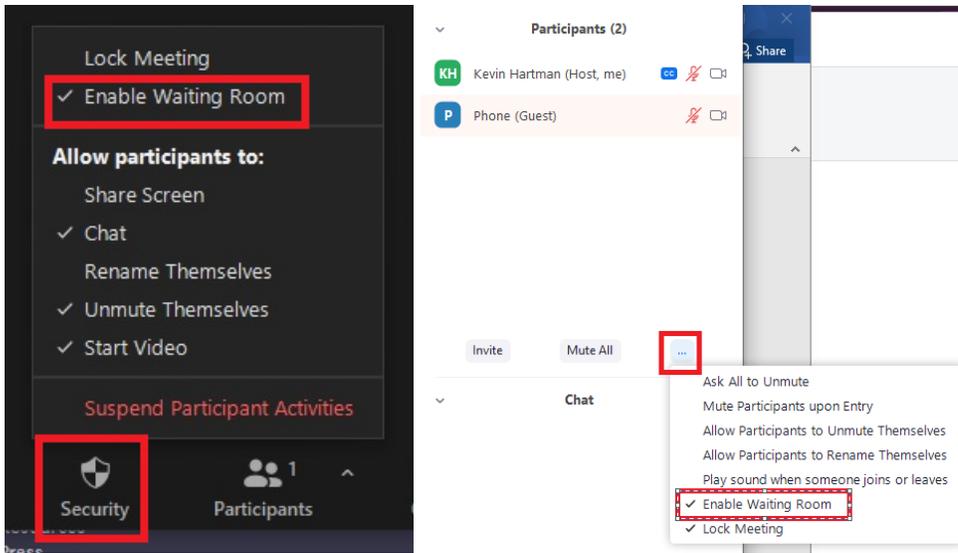
During a meeting, you can also place individual participants in a waiting room if they're disruptive. To do so, hover over their names in the Participant panel, hit the More button, and then select "Put in Waiting Room." Once an individual is in the Waiting Room, you can re-admit them or remove them from the meeting.

NOTE: In large class sections, this would prevent someone removed due to behavior from joining the meeting again without the host re-admitting them to the meeting. Individuals would sit in the waiting room unable to disrupt the meeting again.


NOTES: You can also enable a waiting room on all meetings in your user settings, and add a waiting room to a meeting when scheduling a meeting. Zoom now REQUIRES all meetings to have either a passcode or waiting room on them to help combat Zoom bombing. It is also

HIGHLY RECOMMENDED you have a TA/GA in your meetings as an Alternate or Co-Host to help admit participants through the waiting room.

If all hosts are in breakout rooms and not in the main room, you will not be notified if someone is in the waiting room until you return to the main room.

Audio and Video Controls:

- **Mute All Participants:** Open the Participants panel by clicking the Participants button, and click "Mute All." In the dialog box that appears, you also have the option to prevent participants from unmuting themselves by unchecking the box for "Allow Participants to Unmute Themselves." You as host would then ask a participant to unmute themselves in order to hear them speak.
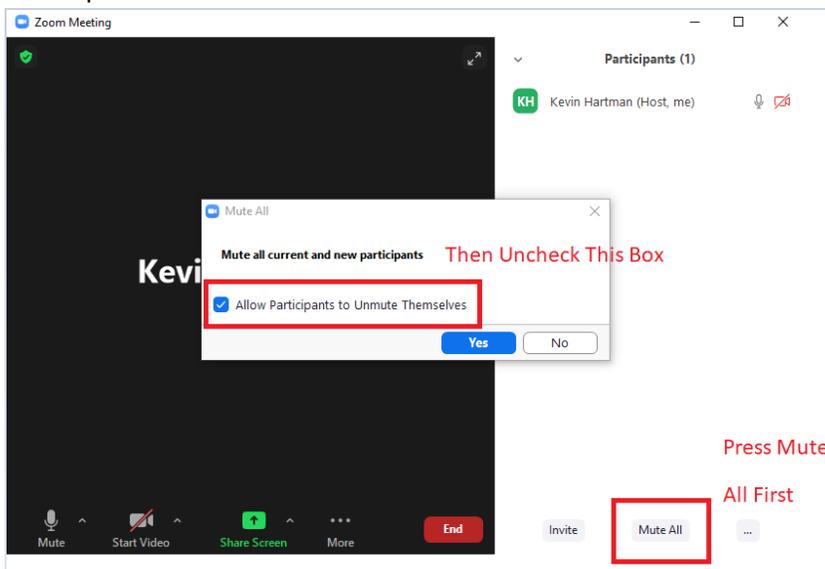
Another way to stop people from unmuting their microphone is to press the Security button, and uncheck the option for "Unmute Themselves."
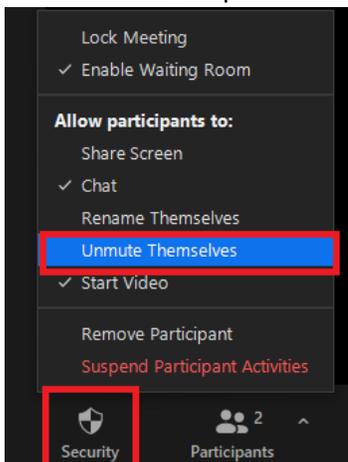
You can mute a single user's microphone a couple different ways. The first is to mouse over their video/picture in the meeting and press the "Mute" button that appears in the upper right corner. The second way is to hover over the user's name in the participants panel and press Mute when it pops up.
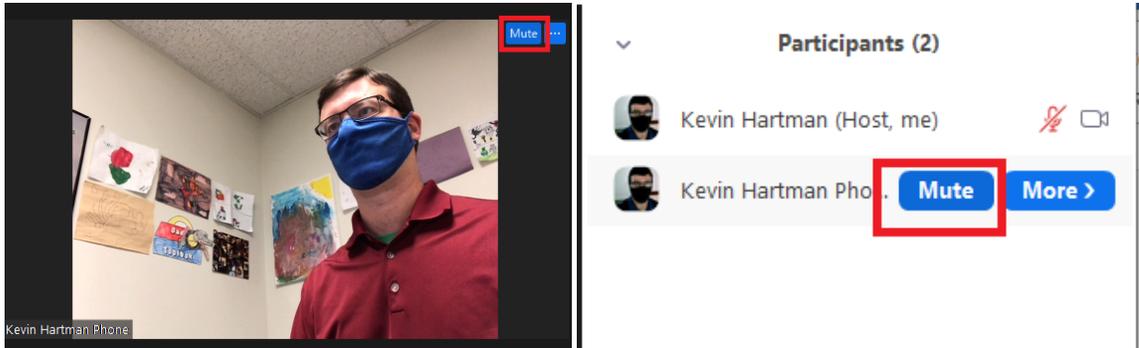

NOTE: If you are not allowing participants to unmute themselves, in order to ask a participant to unmute and speak, you can hover over their name in the Participants panel and click the button that says "Ask to Unmute." The participant will then have the option to unmute their microphone or to stay muted.

NOTE: Muting All Participants Upon Entry is a setting that can you can turn on at either your account settings or when scheduling a meeting. You also have the ability to "Mute All" upon entry and not allow participants to unmute themselves from the "More" button in the "Participants" menu. In this case, you would check "Mute Participants upon Entry", and uncheck "Allow Participants to Unmute Themselves."
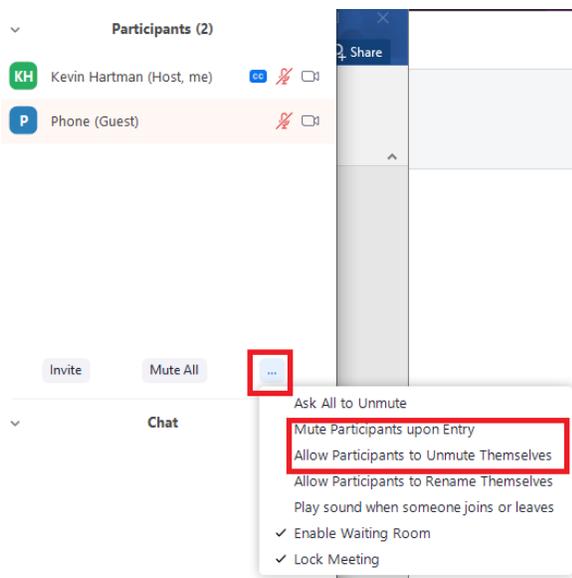
- **Stop a Participant's Video:** To stop someone from sharing their camera, hover over their name in the participants list, press the "More" button, and then choose "Stop Video." They will not be able to start their video again until you hover over their name again, press the "More" button, and select "Ask to Start Video." You can also stop an individual's video by hovering over their video in the meeting, clicking the "More" button, and hitting "Stop Video." Participants again won't be able to start their video until you allow it first.
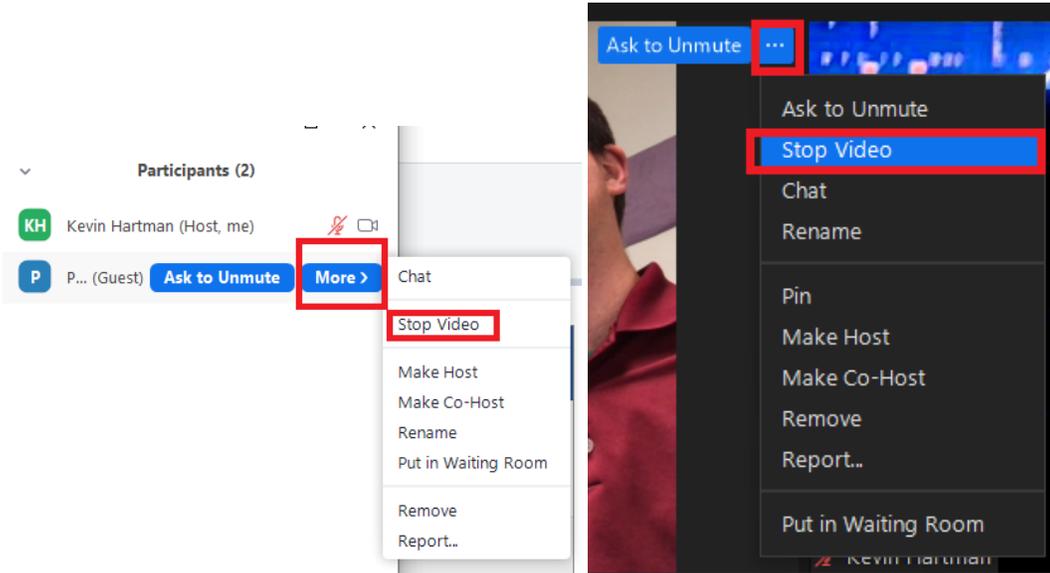
NOTE: Under the Security Button, there is an option to allow participants to Start Video that works somewhat in conjunction with the Stop and Start Video options mentioned above. If you have this option for Start Video under the Security Button UNCHECKED, then you will not have the option to "Ask to Start Video" for any participant whose video you have stopped. The participant in question will not be able to re-start their video as well. If you CHECK this option, then you can ask those people whose video you've stopped to start their video again by clicking the "Ask to Start Video" option.
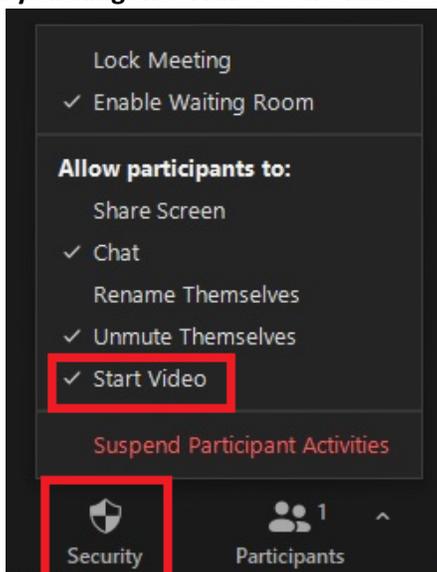
- **Hide Profile Picture:** Sometimes a user not sharing video may have an inappropriate profile picture displayed. To hide profile pictures, under the Security button, make sure to check "Hide Profile Pictures." This will replace a user's profile picture with their username.
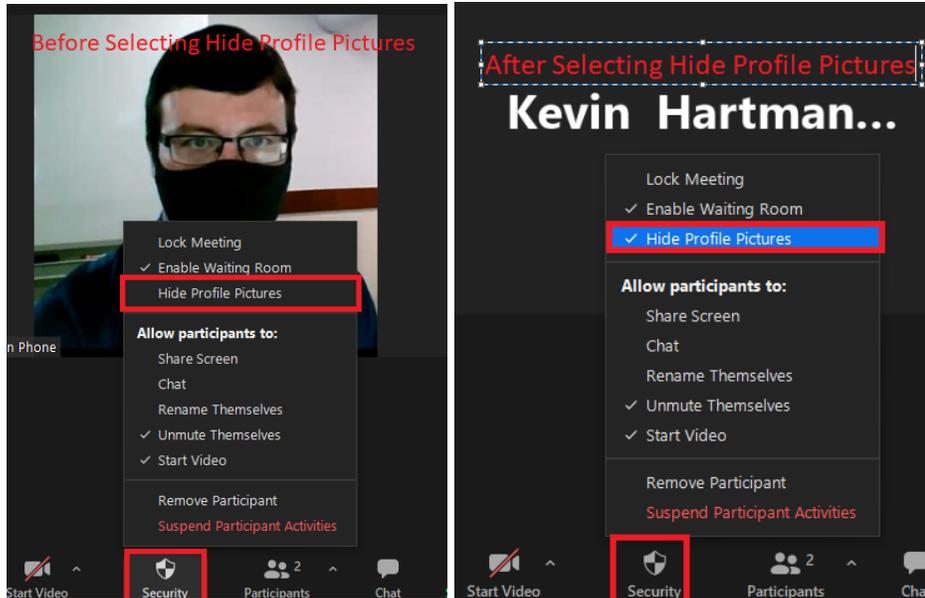
NOTES: You also have the option to turn on hide participant profile pictures for meetings in your User Settings as well. This option at both the user setting level and in the meeting will hide the profile picture of the host(s) as well.

Other Controls:

- **Chat:** During the meeting you can limit who can chat with whom, or disable the chat altogether. To do so, click on the More button (3 dots or ellipses) in the Chat window. Select the chat option for the meeting attendees you wish to use.

The host has the following chat options available for attendees to use during a meeting:

- **No One** – Disables the in-meeting chat for participants. The host can still send messages through the chat if desired.
- **Host Only** – The meeting host is the only person in the meeting who can send messages to everyone. Participants can send private chat messages to the host.
- **Everyone Publicly** – Participants can send public messages that are visible by everyone in the meeting, and can still send private messages to the meeting host.

- **Everyone Publicly & Directly** – Participants can send public or private messages. Public messages are viewable by all in the meeting, direct messages are private messages viewable by only the person the message was sent to.

You can change this option as many times as needed during a meeting. You can also click the Security button and deselect "Chat" to not allow any chat messages during the meeting.
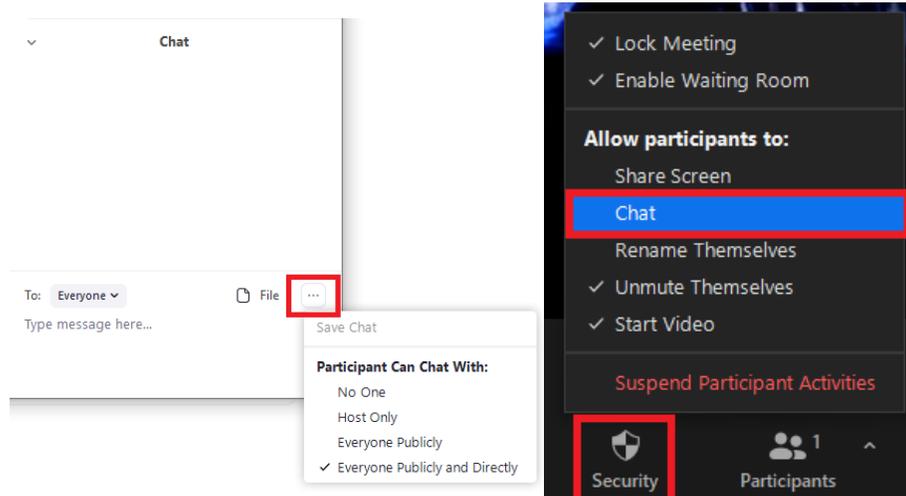
NOTE: You also have some options regarding the Chat feature in your user settings in Zoom, including turning it On or Off, prevent others from saving chats, prevent private chats, and auto save the chat for the host. It is also HIGHLY RECOMMENDED you have a TA/GA in your meetings as an Alternate or Co-Host to help moderate the chat.

- **Participants Renaming Themselves:** You can disallow participants from renaming themselves, which can be another form of Zoom bombing if they rename themselves something offensive. To disallow participants from renaming themselves, you can uncheck "Rename Themselves" under the Security button, or uncheck "Allow Participants to Rename Themselves" under the More button in the Participants window.
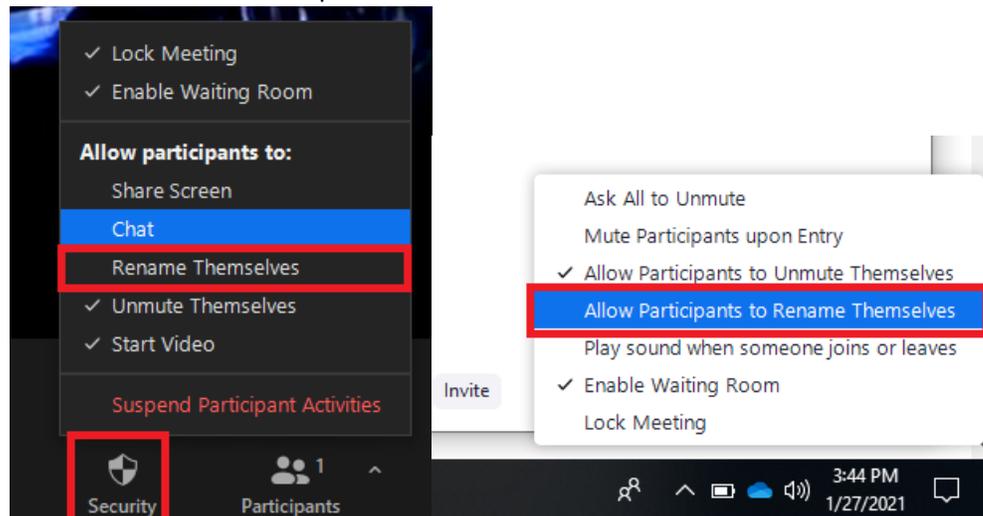
NOTE: You can prevent participants from renaming themselves by de-selecting "Allow Participants to Rename Themselves" in your User Settings. This does not prevent someone from renaming themselves in their user settings to an offensive term before your meeting and entering your meeting with that name. (Another reason why a Waiting Room is a good idea.)

Removing or Reporting a Participant:

- **Removing a Participant:** As host, you have 2 ways to remove a disruptive participant:
    1. "Remove Participant" from under the Security button, and select the participant you wish to remove.

    2. Find the person in the Participants List, mouse over their name and click the More button, and select "Remove" from the Participants List. You can also choose to put a person in a waiting room from the participants list, even if you didn't have one created initially for the meeting, and choose to either re-admit them or remove them from the meeting.

    NOTE: In your user settings, you can also choose whether you want a removed participant to be able to rejoin the meeting or not.
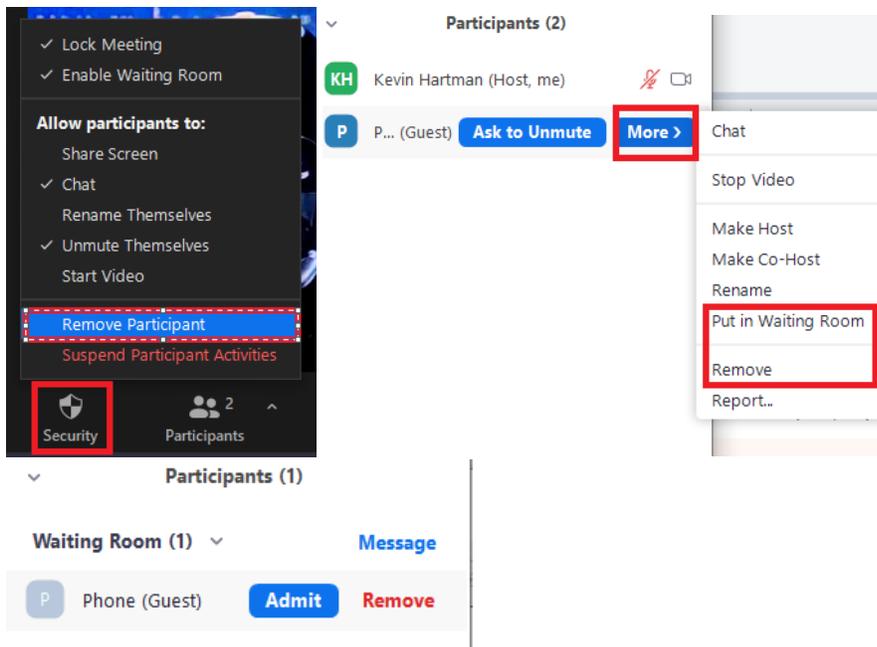
- **Report a Participant to Zoom:** Zoom allows you to report bad actor to their trust and security team for review. To report a bad actor to Zoom, mouse over their name in the Participants

panel, press the More button, and then select Report. In the dialog box that appears, you'll have the option to choose which user(s) to report, select the reason you're reporting them in a drop down menu, and a send a screenshot if you have one.
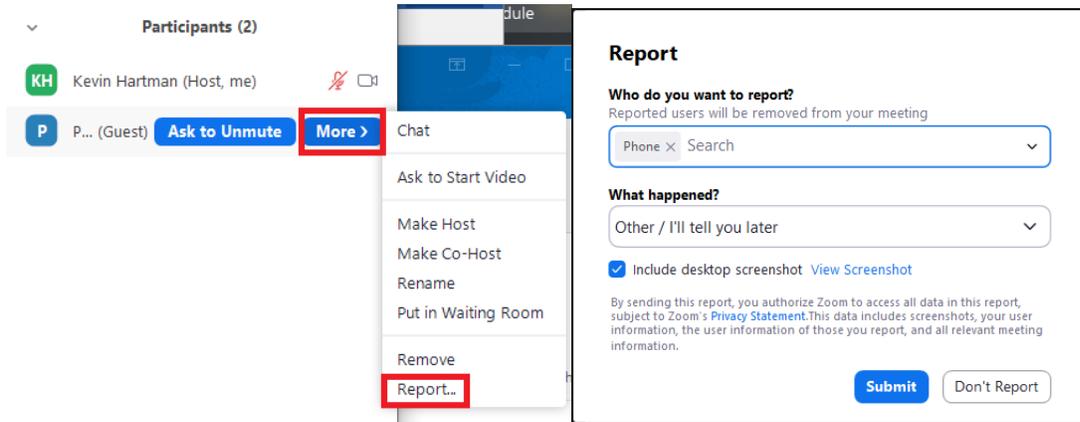
NOTE: To make sure you are able to report a bad actor to Zoom, you should also have the Report to Zoom option in your User Settings turned on as well.

NOTE: The ramifications of this can be severe for a student, they could lose all access to Zoom.

The "Nuclear Option":

- **Suspend Participant Activities:** There is a new option under the Security button to Suspend Participant Activities. Selecting this option brings up a dialog box explaining what will happen if you do this, and allow you to report someone to Zoom if needed. Hit the red "Suspend" button to suspend the meeting.

  Selecting "Suspend Participant Activities" will do the following:

    o Mutes all participant microphones, including the host.
    o Stops all participant video, including the host.
    o Hides all profile pictures, including the host.
    o Locks the meeting and adds a waiting room.
    o Disables the chat function.
    o Stops any screen sharing and annotation.
    o If recording the meeting, the recording will be paused/stopped.

Once you have suspended the meeting, you can report or remove participants as necessary.

To resume your meeting, you will need to **individually** turn back on the meeting features you wish to use again, such as unmute your mic, start your video, share screen, etc. You also must remember to resume your meeting recording if you are recording your meeting.

NOTE: Breakout rooms are <u>unaffected</u> by Suspend Participant Activities at this time. Zoom will add the Security button to Breakout Rooms in the future.
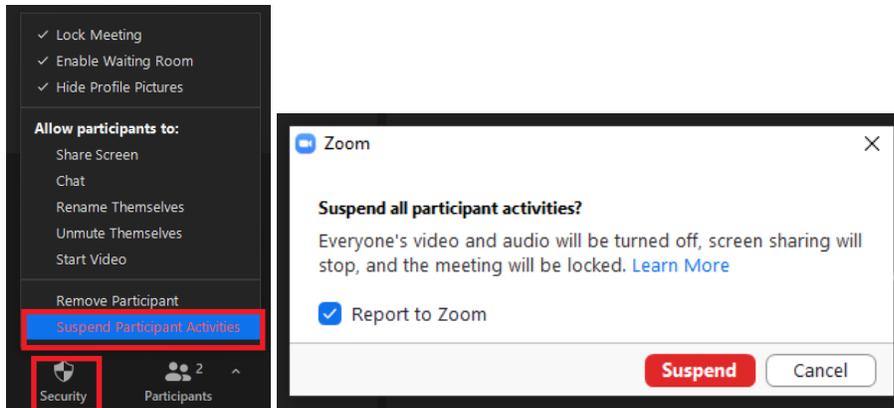
Taking Attendance Post-Meeting:

- **Meeting Attendance:** You can obtain attendance from your Zoom meetings, but you can't do so until the meeting has completed. To pull attendance reports, login to your Zoom account on the UB Zoom page (buffalo.zoom.us), click "Reports", then "Usage" to find a list of your meetings.
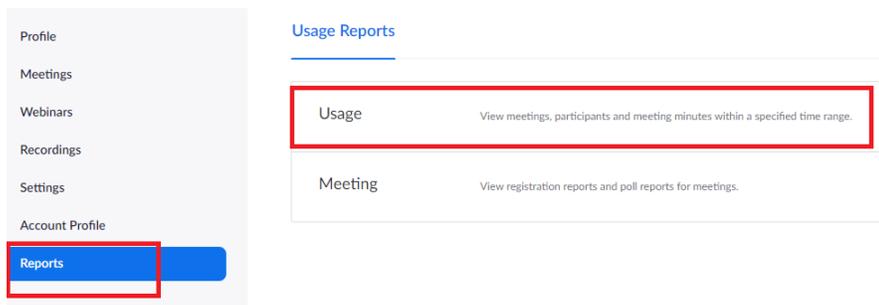
  Once in the Reports menu, you can set a date range for meetings you want to search for (Maximum range is one month), and the meetings you hosted during that time frame will be listed. The "Participants" column on the far right lists the number of people who attended the meeting. Clicking the number of participants for a given meeting opens a dialog box listing the

participants, the times they joined/left the meeting, how long they were in the meeting for, and if they gave consent to be recorded.

Sometimes a participant's name will appear in the list more than once, due to things like leaving and returning to the meeting, giving consent to record, etc. To see participants' names appear only once, check the box for "Show Unique Users." You can also export this attendance information as a .CSV file to your computer by hitting the blue Export button in the top right.

NOTE: Attendees who joined the meeting by phone will be listed by the phone number from which they called into the meeting.