

Zoom Session Security

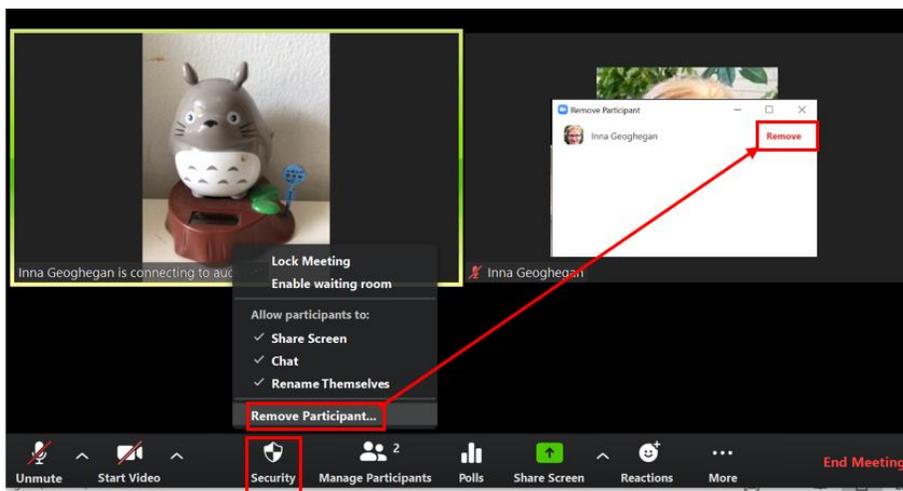
Blackboard Quick Guide

If you are worried about zoom bombing, one (or a combination) of the following strategies may be helpful should you experience any challenging behaviours in your session. Please note that you have to be a **meeting host** to have the options below.

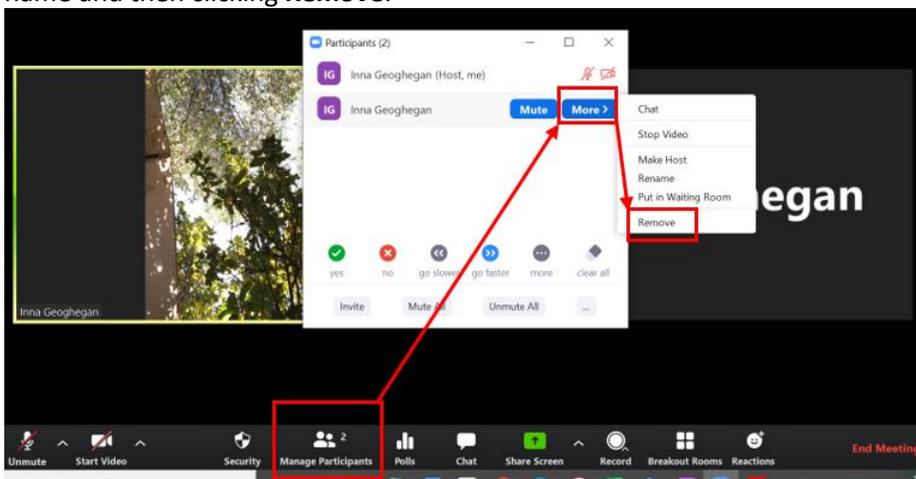
Remove a participant from the session

You can remove a participant from the session in two ways.

1. By going to **Security**, selecting **Remove Participant...** and then selecting the participant you want removed from the next screen and clicking **Remove**:



2. By going to **Manage Participants**, finding a participant you would like removed, selecting **More** next to their name and then clicking **Remove**:



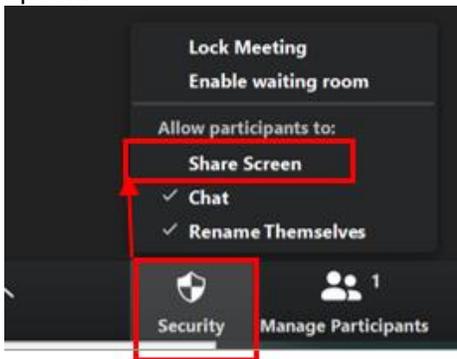
Prevent someone you removed from re-joining the session

To stop someone you removed coming back to the session, you could lock the meeting. It means that no new participants can join, even if they have a link and a meeting ID:



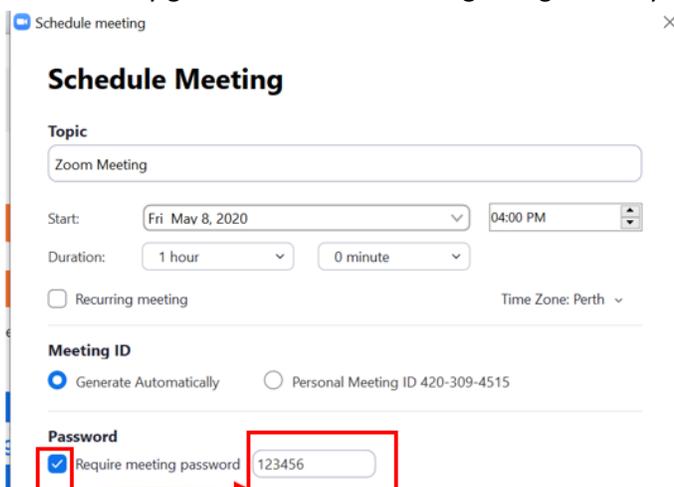
Prevent participant from sharing their screen

To switch off the share screen option, just click on Security inside your zoom session and untick "Share Screen" option:



Require participant to use a password

There were some reports of random people bombing Zoom sessions by guessing their session ID (which is 9-digit sequence), so adding a password (which is an automatically generated 6-digit sequence) when booking will help protect from random bombers. Just put a tick next to **Require meeting password** and the system will automatically generate it: but don't forget to give it to your participants.



A screenshot of the Zoom 'Schedule Meeting' form. The 'Require meeting password' checkbox is checked and highlighted with a red box. The password field next to it contains the value '123456' and is also highlighted with a red box. Other fields in the form include 'Topic' (Zoom Meeting), 'Start' (Fri May 8, 2020, 04:00 PM), 'Duration' (1 hour, 0 minute), 'Recurring meeting' (unchecked), 'Time Zone' (Perth), 'Meeting ID' (Generate Automatically selected), and 'Password' (Require meeting password checked).

Use the Waiting Room

The Waiting Room feature in Zoom allows the meeting host to control when a participant joins the meeting and whether to admit a waiting participant.

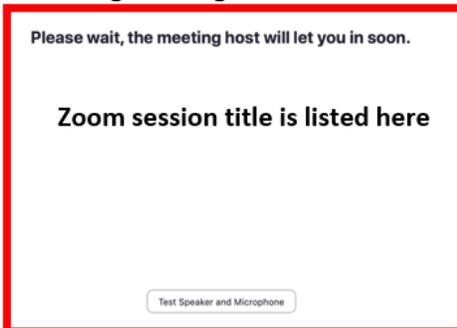
While scheduling a meeting, scroll all the way down and click on **Advanced Options** to open additional options. Tick **Enable waiting room** and untick the default Enable join before host option:

Advanced Options ^

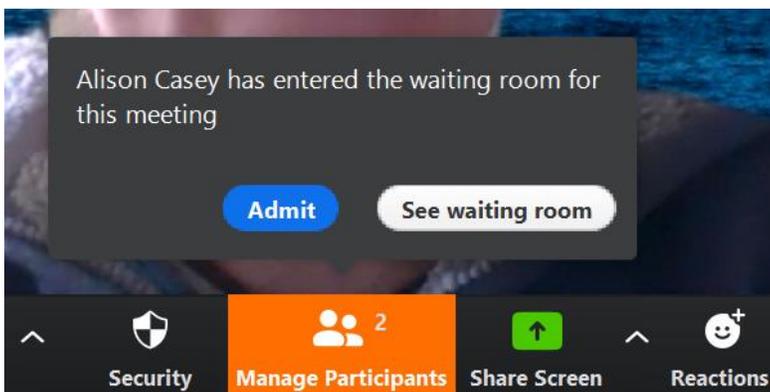
- Enable waiting room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting

Alternative hosts:

Instead of proceeding straight into the Zoom session once they joined, a participant will see the following message:



At the same time, you will see who is trying to join your Zoom session and will be able to manually admit them (so that they join the session) or not.



Require the session participant to be signed into their Zoom account

Only authenticated users can join function allows any users to join the meeting or webinar, as long as they are signed into their Zoom account (it will also ensure that the names of all participants will be listed during the session).

While scheduling a meeting, scroll all the way down and click on **Advanced Options**. Tick **Only authenticated users can join** option:

- Advanced Options** ^
- Enable waiting room
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Require registration

If you are booking your Zoom session via Blackboard, there is an option to request participants to register for the session, which means that all participants will have to enter their first and last name and their email as a requirement for joining in.

In Blackboard, go to Zoom section to schedule the new meeting and put a tick into Registration Required field:

