

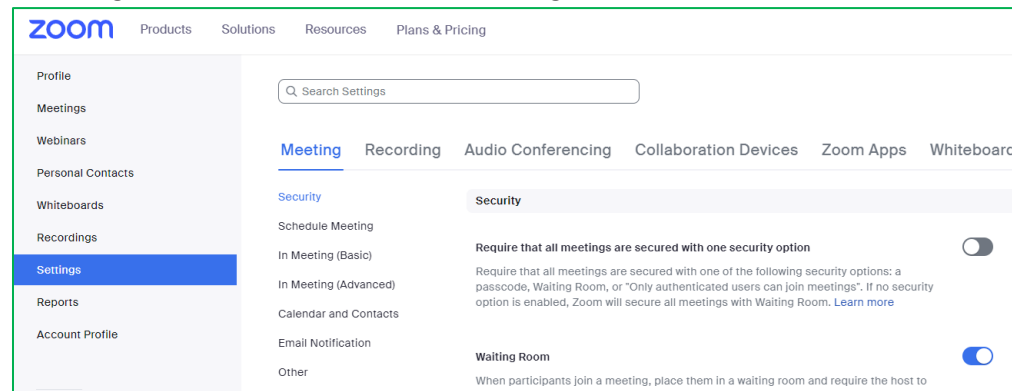
Some tips on setting up a Zoom lecture

What is Zoom bombing?

Zoom bombing is a type of cyber harassment that involves the uninvited intrusion of strangers or internet trolls into Zoom or video conference calls with the purpose of causing disruption (e.g., sharing obscene images, abrupt noises, etc.). They gain access to meetings and hijack control from the host by sharing their screens and bombarding participants with inappropriate material (Ling, et al., 2021).

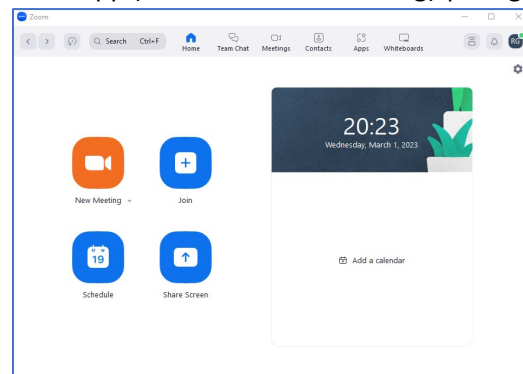
Zoom setting can be accessed via:

- the Zoom web portal | images in this guide noted with **green** outlining
 - ✓ Go to <https://zoom.us/> and log into your account
 - ✓ Along the left-hand side → click on Settings”



I will ONLY cover some of the key settings in this guide. Please browse the setting page (web portal); several features can be turned ON or OFF.

- the Zoom app (limited access to setting) | images in this guide noted with **blue** outlining



Some tips on preventing Zoom bombing:

1. Setup your Zoom meeting with a random ID

The Personal Meeting ID is like a phone number that is unique. For example, if the number is shared on social media, you can get unknown individuals joining your meetings anytime. If you have a small group of known participants or recurring meetings, it might be ideal to keep “Use Personal Meeting ID” ON. However, generating the meeting ID automatically (randomly generated) is best. You can also toggle off the personal meeting ID ON via the Zoom web portable.

Schedule Meeting

Topic
Reginald Govender's Zoom Meeting

Date & Time
Start: Thu, March 2, 2023 8:00
Duration: 1 hour 0 minute
☐ Recurring meeting Time Zone: Harare, Pretoria

Meeting ID
☒ Generate Automatically
☐ Personal Meeting ID 254 860 1827

Security
☒ Passcode 939190
 Only users who have the invite link or passcode can join the meeting
☒ Waiting Room
 Only users admitted by the host can join the meeting
☐ Only authenticated users can join: Sign in to Zoom

Video
 Host: ☐ On ☒ Off
 Participants: ☐ On ☒ Off

Save **Cancel**

zoom Products Solutions Resources Plans & Pricing

Settings

Security
[Schedule Meeting](#)
 In Meeting (Basic)
 In Meeting (Advanced)
 Calendar and Contacts
 Email Notification
 Other

Allow Zoom Rooms to start meeting with Host Key
 The administrator has locked this setting and you cannot change it. All of your meetings will use this setting.

Enable Personal Meeting ID
 A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

Use Personal Meeting ID (PMI) when scheduling a meeting
 You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

Use Personal Meeting ID (PMI) when starting an instant meeting

[Zoom Learning Center](#)

2. Waiting room

The waiting room will prevent participants from joining before you (the host). In addition, it will prevent participants from abruptly joining during the meeting. The host/co-host will get notified and will be able to admit participant/s.

Schedule Meeting

Schedule Meeting

Topic

Reginald Govender's Zoom Meeting

Date & Time

Start: Thu March 2, 2023 8:00

Duration: 1 hour 0 minute

☐ Recurring meeting Time Zone: Harare, Pretoria

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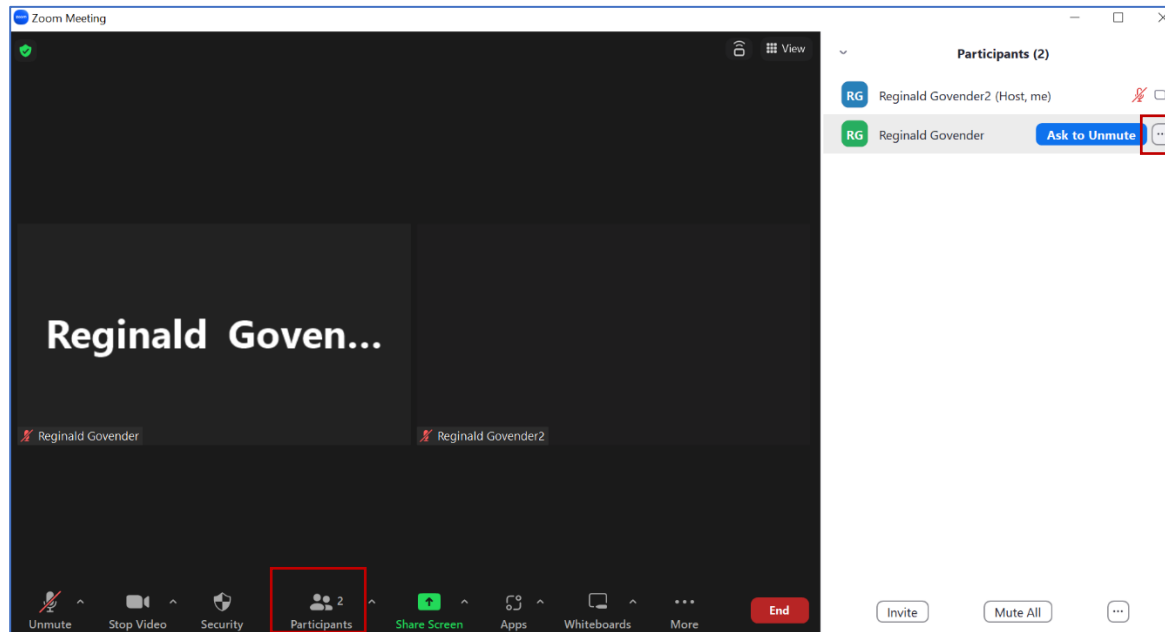
Video

Host: ☐ On ☒ Off Participants: ☐ On ☒ Off

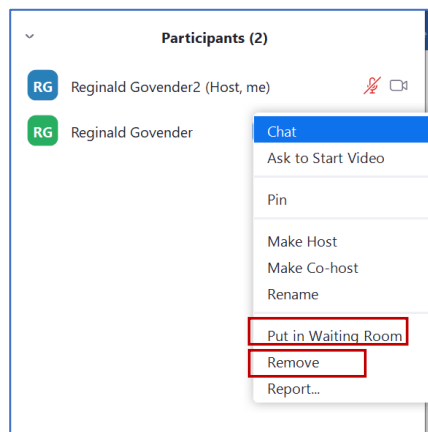
Save Cancel

3. During the meeting- place participant/s in the waiting room OR remove them from the meeting

- ✓ Click on “Participants” (the participants pane will appear along the side)



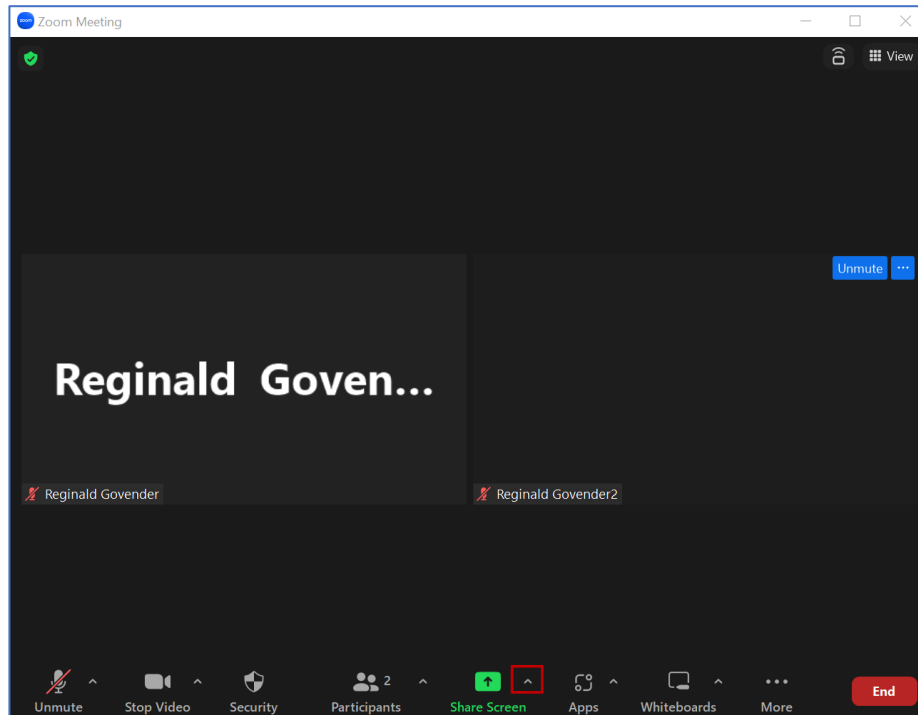
- ✓ Hover above the participant you want to remove or place in waiting room → click on the three dots (the menu will extend) → select “Put in waiting room” or “remove”



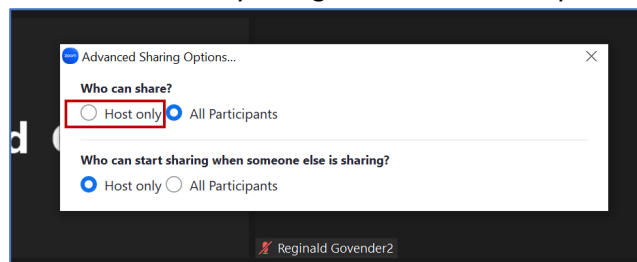
4. Screen share controls

4.1 Adjust the setting during a Zoom meeting

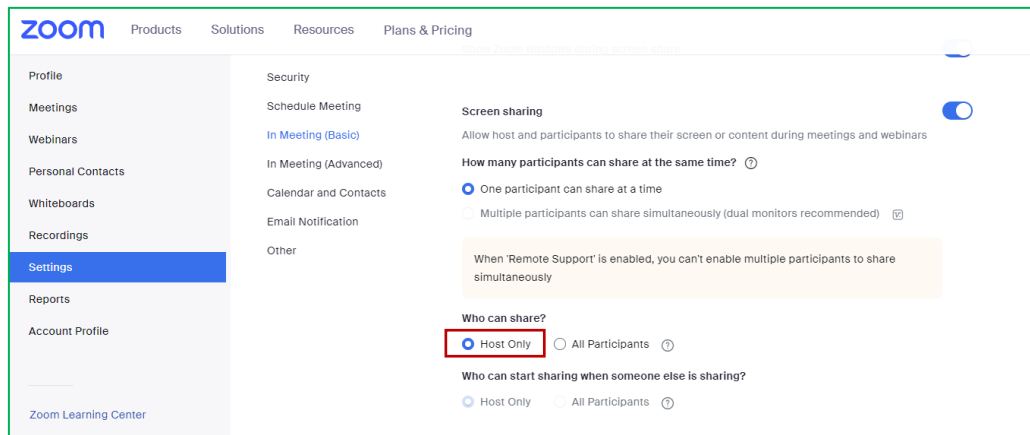
- ✓ Click on the little upward arrow (^) by “Screen Share”



- ✓ Make the necessary changes. Select “Host only”



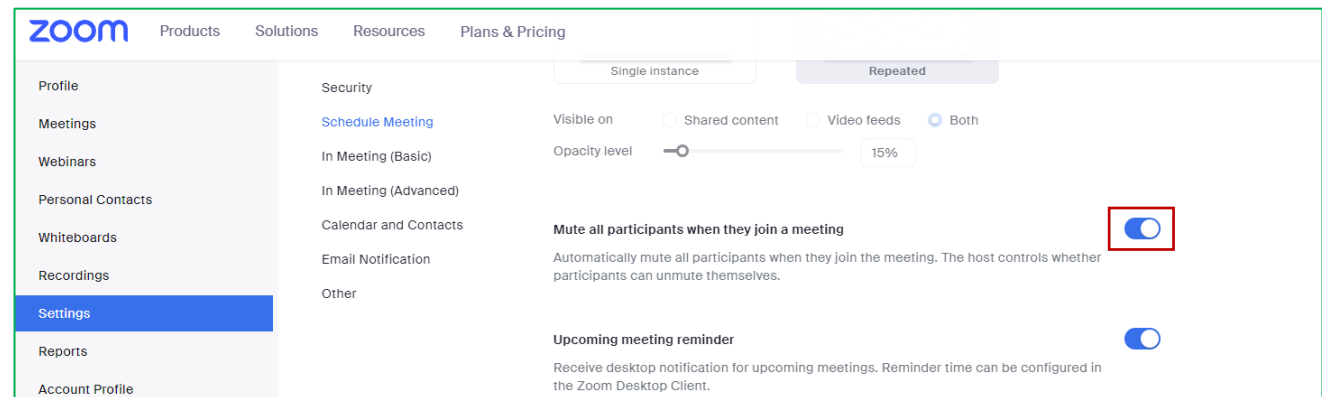
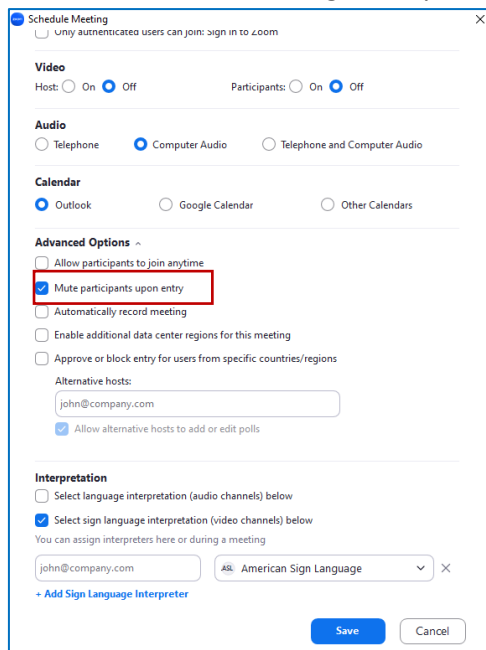
4.2 Adjust the setting prior to the Zoom meeting (go to the Zoom web portal)



5. Disable participant audio

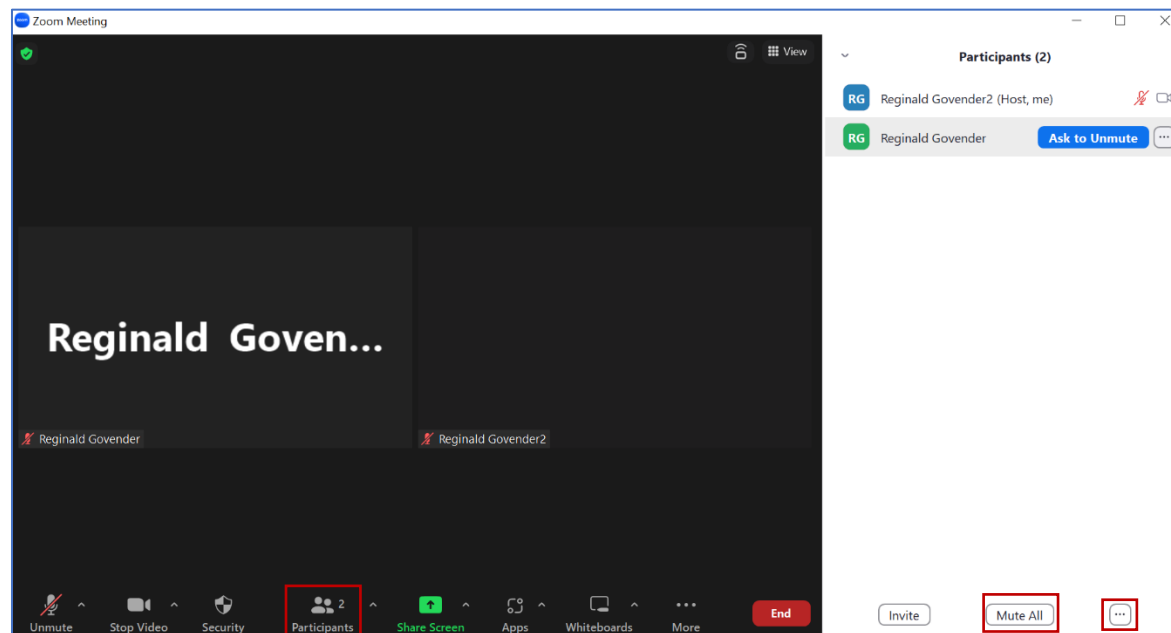
5.1 Prior to the Zoom meeting

Go to the schedule meeting menu you can mute participants upon entry OR in the Zoom web portal



5.2 Preventing participants from unmuting themselves during a Zoom meeting

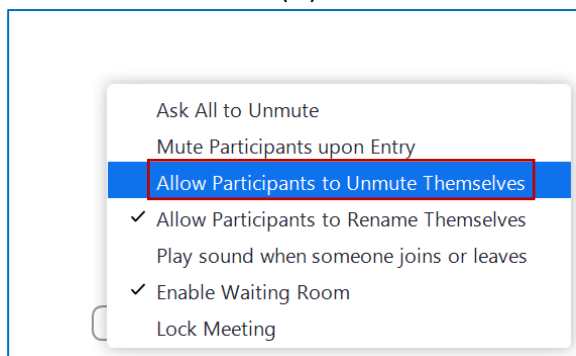
- ✓ Click on Participants
- ✓ Select “Mute All”



Note: Participants may still unmute themselves

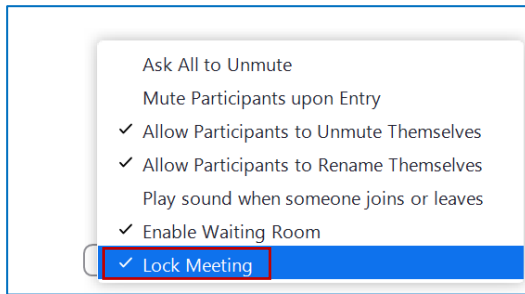
To prevent participants from unmuting:

- Click on the three dots (...) next to “Mute All” to expand the menu → uncheck “Allow participants to unmute themselves”



6. Lock your meeting

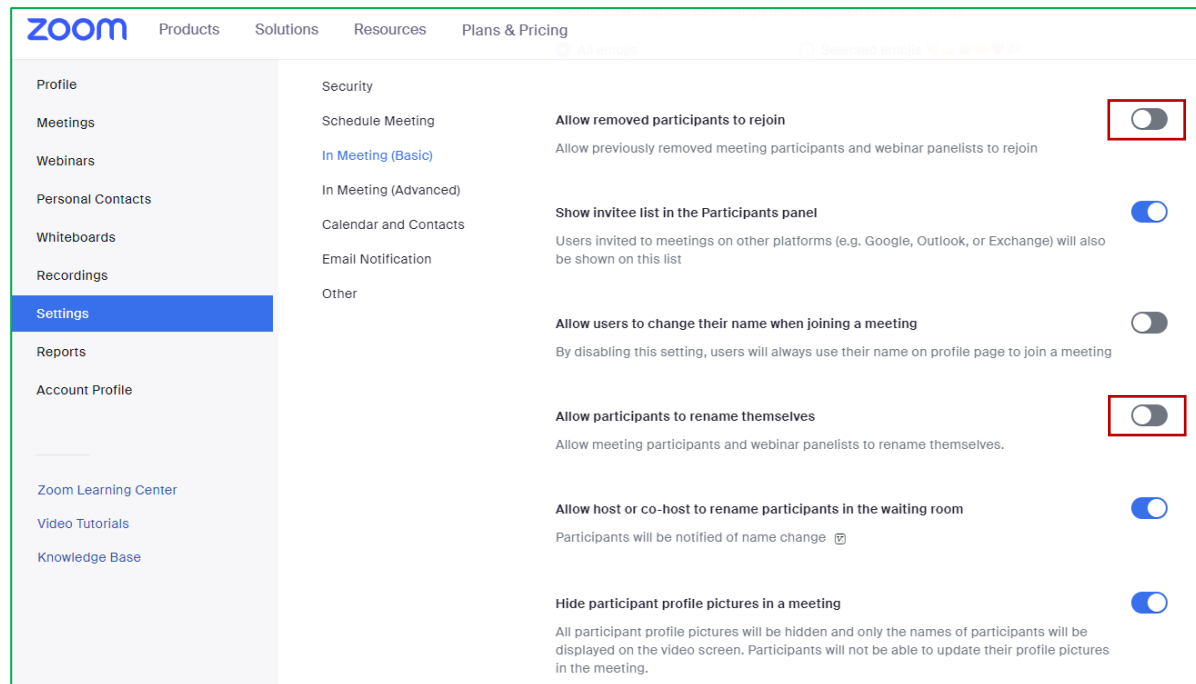
- ✓ After a few minutes into the Zoom session, you can lock your meeting. This will prevent new users from joining.
- ✓ Follow the steps in 5.2
- ✓ Make sure to check “Lock Meeting”



7. Prevent participants from rejoining and renaming themselves

Go to the Zoom web portal → toggle OFF “Allow removed participants to rejoin”

→ toggle OFF “Allow participants to rename themselves”



8. Chat settings

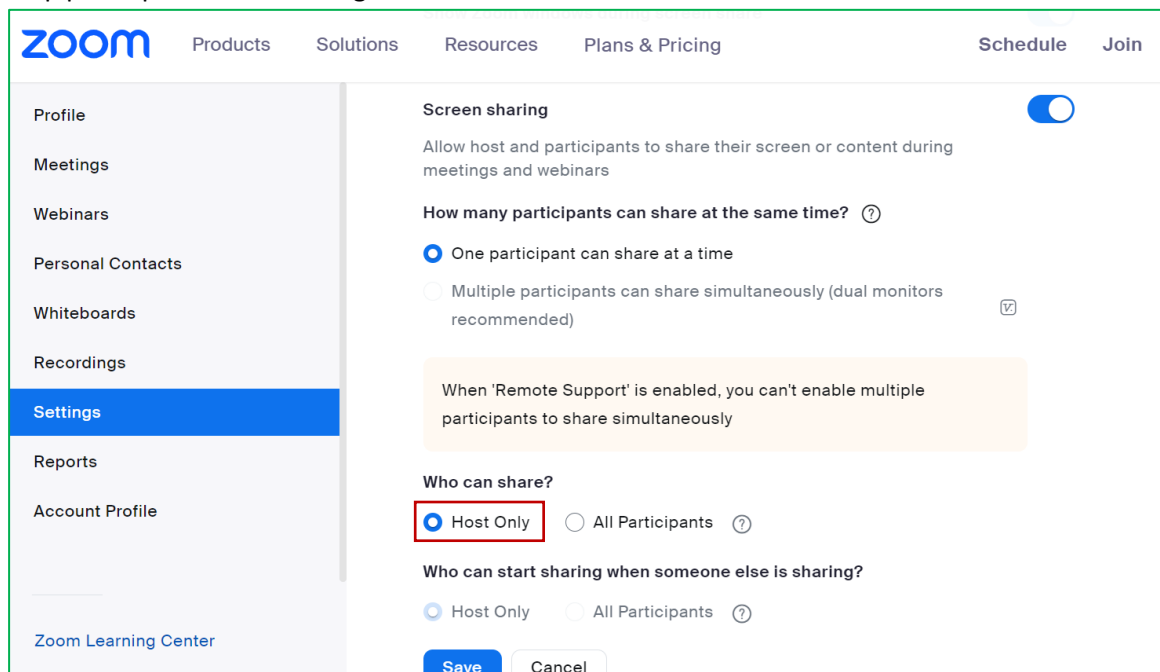
- ✓ You can disable the chat to prevent inappropriate conversations/ unseen conversations while you are talking
- ✓ Go to the Zoom web portal → You can toggle the chat feature ON or OFF
- ✓ Take note of the other chat feature settings such as “Autosave”, etc.

The screenshot shows the Zoom web portal settings page. The left sidebar contains navigation links: Profile, Meetings, Webinars, Personal Contacts, Whiteboards, Recordings, **Settings** (highlighted), Reports, and Account Profile. Below these are links to the Zoom Learning Center, Video Tutorials, and Knowledge Base. The main content area is titled 'Meeting chat' and includes several settings:

- Meeting chat**: A toggle switch is turned ON (blue).
- Allow meeting participants to send chat messages**: A dropdown menu is set to 'Everyone and anyone directly'.
- By default, allow participants to chat with**: A dropdown menu is set to 'Everyone and anyone directly'.
- Allow users to save chats from the meeting**: A checkbox is checked, and the radio button for 'Host and co-hosts' is selected.
- Only users in your account can chat**: A checkbox is unchecked.
- New meeting chat experience**: A toggle switch is turned ON (blue).
- Allow meeting participants to use new meeting chat features**: A description states that additional features can be configured below.
- Allow participants to delete messages in meeting chat**: A checkbox is checked.
- When this setting is enabled**: A description states that participants can delete their own messages and hosts (and co-hosts) can delete any messages sent during the meeting.
- Enable the Screenshot feature in meeting chat**: A checkbox is checked.
- When this setting is enabled**: A description states that participants can send screenshots during the meeting.
- Allow participants to react to meeting chat messages using emojis**: A checkbox is checked.
- When this setting is enabled**: A description states that participants can react to chat messages with emojis (e.g. clap, heart, laugh). These emojis are found in the Reactions bar when hovering over messages and will show up underneath the message once selected. Repeating reactions will have a # counter to the right of them. Participants can change their emoji skin tone in Settings.
- Meeting chat - Direct messages**: A toggle switch is turned ON (blue).
- Allow meeting participants to send direct messages to other participants**: A description states that participants can send direct messages to other participants.
- Meeting chat - Auto-save**: A toggle switch is turned ON (blue).
- Automatically save chat messages to a local file on the host's computer when the meeting ends**: A description states that chat messages will be saved to a local file on the host's computer when the meeting ends.

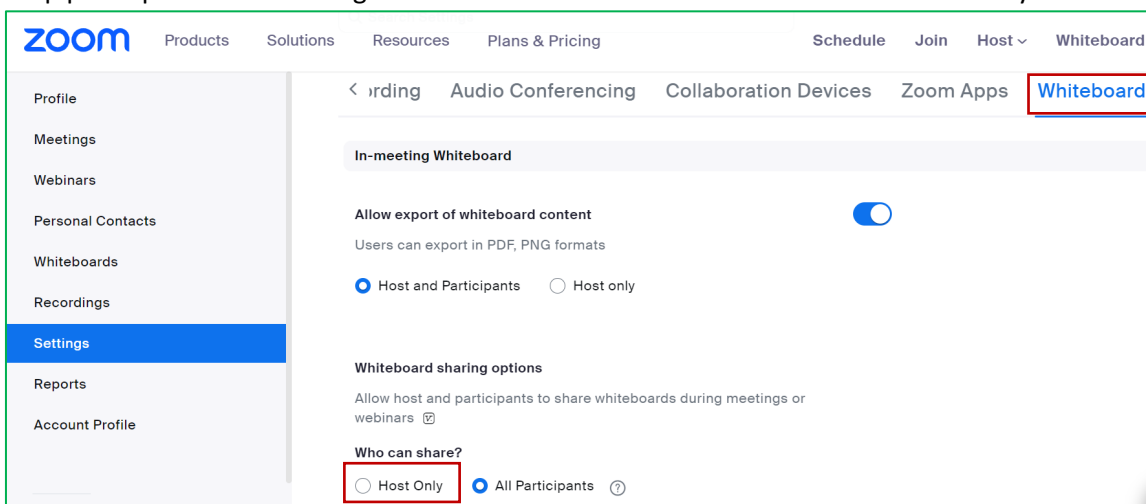
9. Stop participants from controlling your screen

- ✓ Stop participants from sharing content



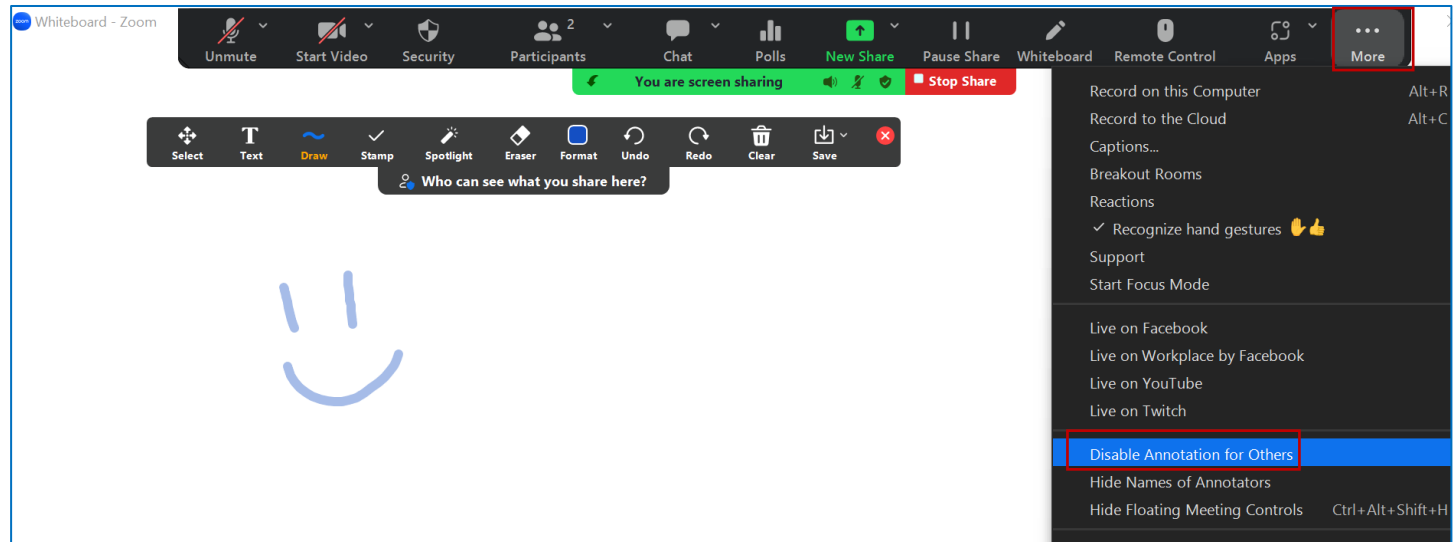
The screenshot shows the Zoom web interface with the 'Settings' menu on the left. The 'Screen sharing' section is active, showing a toggle switch for 'Screen sharing' which is turned on. Below it, the text reads 'Allow host and participants to share their screen or content during meetings and webinars'. The 'How many participants can share at the same time?' section has two options: 'One participant can share at a time' (selected) and 'Multiple participants can share simultaneously (dual monitors recommended)'. A note states: 'When 'Remote Support' is enabled, you can't enable multiple participants to share simultaneously'. The 'Who can share?' section has two options: 'Host Only' (selected and highlighted with a red box) and 'All Participants'. The 'Who can start sharing when someone else is sharing?' section has two options: 'Host Only' (selected) and 'All Participants'. At the bottom are 'Save' and 'Cancel' buttons.

- ✓ Stop participants from sharing a whiteboard → select Whiteboard → Select Host Only



The screenshot shows the Zoom web interface with the 'Settings' menu on the left. The 'Whiteboard' tab is selected in the top navigation bar and highlighted with a red box. The 'In-meeting Whiteboard' section is active, showing a toggle switch for 'Allow export of whiteboard content' which is turned on. Below it, the text reads 'Users can export in PDF, PNG formats'. The 'Who can share?' section has two options: 'Host Only' (selected and highlighted with a red box) and 'All Participants'. At the bottom are 'Save' and 'Cancel' buttons.

- ✓ Stop participants from writing all over your presentation/screen.
Start sharing a whiteboard → Select More → Select Disable Annotation for Others

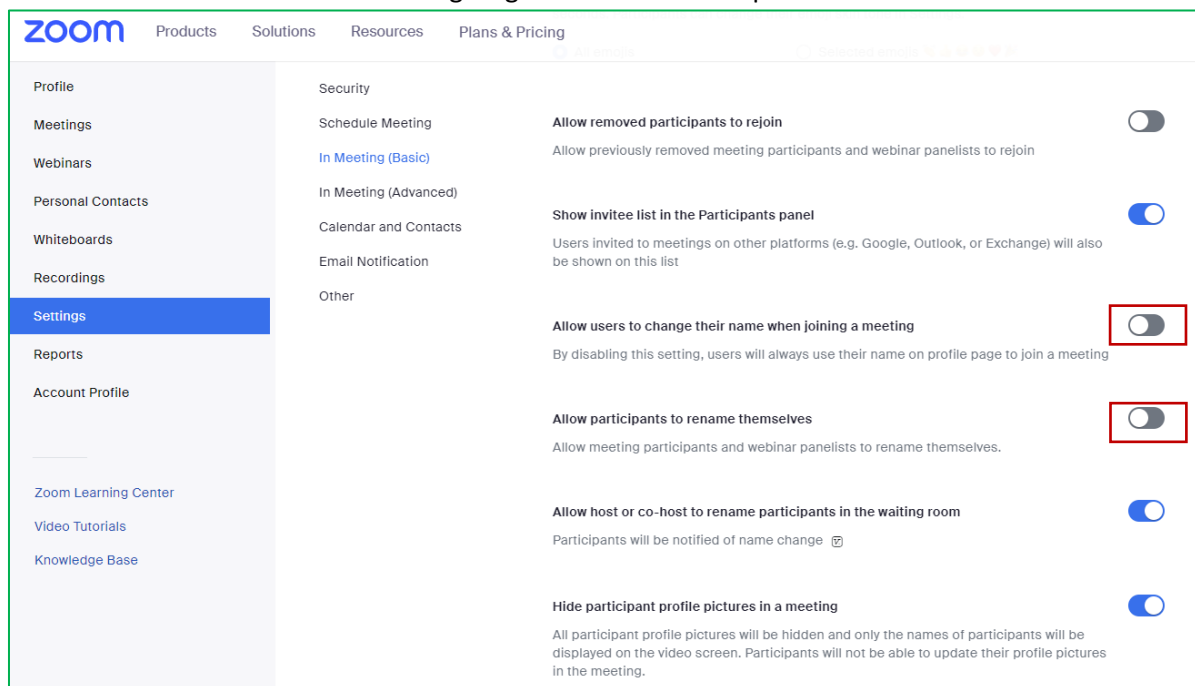


10. Register on Zoom

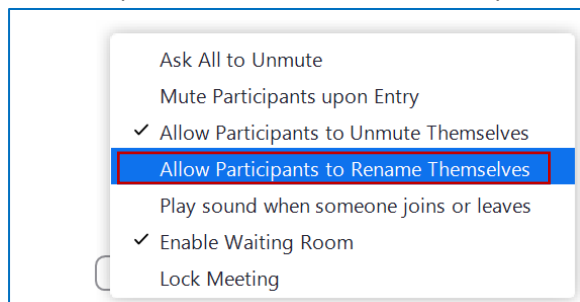
A Zoom register can be useful for determining attendance and time spent per participant.

Preparation before the meeting: Make it a rule in your course that participants must join the Zoom meeting either with their registered student name or student number (*student number is ideal since you may have two or more students with the same name*).

- ✓ Make sure students cannot change their name
 - Can be done before the Zoom meeting → go to the Zoom web portal



- Can be done during the Zoom meeting
 - Follow step 5.2 → uncheck “Allow Participant to rename themselves”



After the meeting:

Go to the Zoom web portal → Reports → Usage

The screenshot shows the Zoom web portal interface. On the left is a navigation sidebar with links: Profile, Meetings, Webinars, Personal Contacts, Whiteboards, Recordings, Settings, **Reports** (highlighted with a red box), and Account Profile. The main content area has two tabs: 'Usage Reports' (selected) and 'User Activity Reports'. Under 'Usage Reports', there are two sub-links: 'Usage' (highlighted with a red box) and 'Meeting'. The 'Usage' link has a description: 'View meetings, participants and meeting minutes within a specified time range.' The 'Meeting' link has a description: 'View registration reports and poll reports for meetings.'

Select the number under “Participants” for the meeting you want the register for

Reports > Usage Reports > Usage Document

From: 28/02/2023 To: 01/03/2023 Search

Maximum report duration: 1 Month

[Export as CSV File](#) [Toggle columns](#)

Topic	Meeting ID	User Name	User Email	Department	Group	Has Zoom Rooms?	Creation Time	Start Time	End Time	Duration (Minutes)	Participants	Source	College	School/ Division
Reginald Govender's Zoo...	961 5785 6905	Reginald Govender	govenderr4@uk zn.ac.za			No	01/03/2023 20:30:29	01/03/2023 20:30:32	01/03/2023 20:45:59	16	3	Zoom		
Reginald Govender's Zoo...	955 6599 2204	Reginald Govender	govenderr4@uk zn.ac.za			No	01/03/2023 20:54:54	01/03/2023 20:54:58	01/03/2023 21:33:25	39	2	Zoom		

Select “export with meeting data” or “show unique users” (duplicate user times are merged) → Select Export (a .csv file will automatically download on your computer)

Meeting Participants

☐ Export with meeting data
☐ Show unique users

Export

Name (Original Name)	User Email	Join Time	Leave Time	Duration (Minutes)	Guest	In Waiting Room
Reginald Govender	govenderr4@ukzn.ac.za	01/03/2023 20:30:32	01/03/2023 20:31:16	1	No	No
Reginald Govender	govenderr4@ukzn.ac.za	01/03/2023 20:31:16	01/03/2023 20:45:59	15	No	No
Reginald Govender2	govenderr4@ukzn.ac.za	01/03/2023 20:32:17	01/03/2023 20:45:58	14	No	No

Take away points...

- Reviewing the Zoom settings is essential when scheduling your Zoom meeting. For example, in some cases, you may want the participant to share their screen or you might want to enable the chat for peer discussion among participants;
- Never share the Zoom meeting link on social media. For example, if the link is shared on WhatsApp, it can be forwarded to multiple persons (students not registered for your module or non-students). Send the meeting invite via your UKZN email so it is an official communication;
- Use the waiting room so that participants don't join before you (the host);
- Only admit students with profile names that show their registered student name OR student number;
- Lock the meeting once you know all participants are joined;
- Keep in mind that some participants may have network issues etc. Prior to the meeting, send an email notifying them to be in an area with good connectivity, have fully charged devices and routers (in case of load shedding), etc.;
- If any participant is Zoom bombing your meeting, you can remove them ~ **you are in control!**

Thank you,
Reginald G. Govender | Computer Sc Edu