

# Napa Valley Intergroup

## Meeting Hosts – Safety precautions to protect online meetings from “Zoombombing”

As April 4, 2020, all new meetings scheduled within Zoom will automatically require a password to join. The password is generated when you schedule your meeting. This is what will appear once you have scheduled a new meeting.

Meeting ID  
536-529-371

Meeting Password 415636

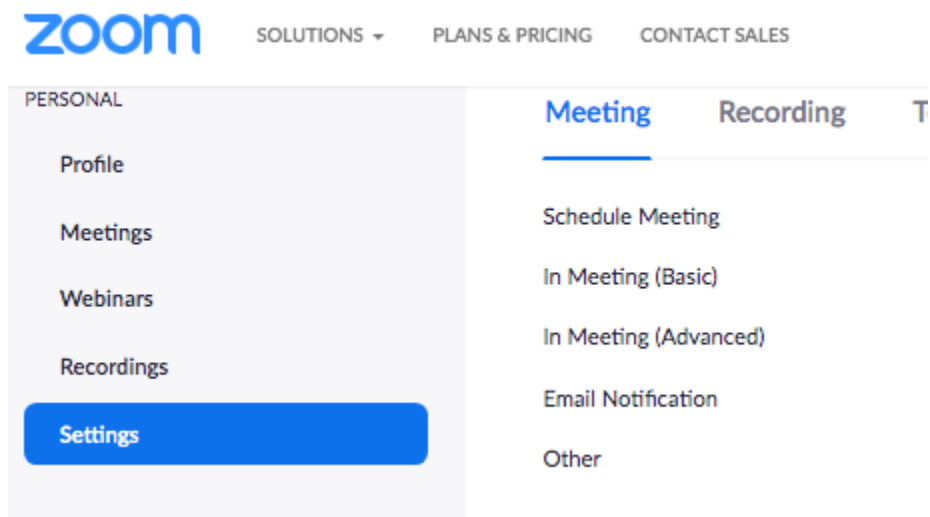
Invite Attendees Join

URL: [zoom.us/j/536529371?pwd=UzliaDY0dXpHQ2dsUkFnZDJpTmJldz09](https://zoom.us/j/536529371?pwd=UzliaDY0dXpHQ2dsUkFnZDJpTmJldz09)

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**Here are some suggested settings to protect the safety of your meeting. Please note that most, if not all, of *the settings below are not the Zoom default:***

1. Login to Zoom.us
2. Click on Settings.
3. Click on the Meeting subtab.



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## **Meeting Hosts – Safety precautions to protect online meetings from “Zoombombing”**

### **In the Zoom Settings section, under the Meeting subtab...**

Scroll through the options and change the following settings:

- Disable screen sharing
- Disable desktop/screen share for users
- Disable "Allow participants to unmute themselves"
- Disable Private chat
- Disable "Allow removed participants to rejoin"
- Disable "join meeting before host"
- Disable "in-meeting file transfer"
- Disable "Annotation" (this is where participants can mark on the screen)
- Disable Virtual background (*While fun, some trolls have been showing up to online meeting with violent and pornographic images as their background.*)
- Disable Feedback to Zoom
- Disable Remote Control
- Require Encryption for Third Party Endpoints
- Assign a Co-Host This allows the meeting secretary to focus on the meeting, while the co-host focuses on managing participants and the meeting controls. Co-hosts are assigned during a meeting and cannot start a meeting

### **In the Zoom Settings section, under the Recording subtab:**

- Disable Local recording
- Disable Cloud recording
- Disable Automatic recording

### **How to handle online meeting disruptions in the moment**

- Remove someone from a meeting
- Turn off the video of an individual handling online disruptions
- Mute everyone (cross talk and speaker echo/feedback (it suggested that the entire meeting is always muted, this prevents hacker from sharing))
- Prevent Participants from renaming themselves
- Stop all chat
- Lock a meeting (bombers seem to come in a few minutes after it has started)
- Raise a hand to participate and be unmuted by host