HOW TO AVOID ZOOM BOMBING

All Settings can be accessed once you Log In to your Account via a web browser, and they will be under ADMIN.
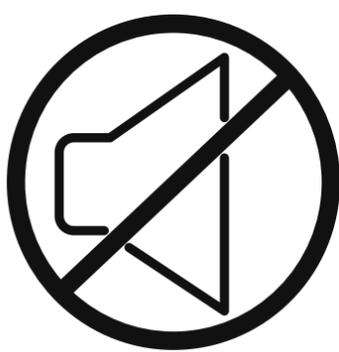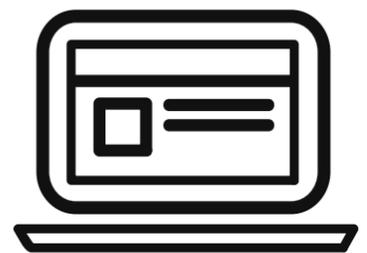
HAVE AN ADMIN MONITOR

Always have a Co-Host or designated person to monitor your meeting to help keep an eye on the chat session and video screen sharing.

ONLY THE HOST SHARES SCREEN

Step 1: Go to **Account Management**
Step 2: Select **Account Settings**
Step 3: Select **In Meeting (Basic)**
Step 4: Go to **Screen Sharing** > **Who can share?**
Step 5: Select **Host Only**

SET ALL PARTICIPANTS TO MUTE ON ENTER

Step 1: Go to **Account Management**
Step 2: Select **Account Settings**
Step 3: Select **Schedule Meeting**
Step 4: Go to **Mute participants upon entry**
Step 5: Toggle **On**

This automatically mutes all participants when they join the meeting. The host controls whether participants can unmute themselves.

SET ALL PARTICIPANTS TO VIDEO OFF ON ENTER

Step 1: Go to **Account Management**
Step 2: Select **Account Settings**
Step 3: Select **Schedule Meeting**
Step 4: Go to **Participants Video**
Step 5: Toggle **OFF**

DISABLE ANNOTATIONS FOR ALL EXCEPT HOST

Step 1: Go to **Account Management**
Step 2: Select **Account Settings**
Step 3: Select **In Meeting (Basic)**
Step 4: Go to **Annotation**
Step 5: Toggle **OFF**

SET PASSWORD FOR MEETING

Step 1: Go to **Account Management**
Step 2: Select **Account Settings**
Step 3: Select **Schedule Meeting**
Step 4: Go to **Require a password when scheduling new meetings**
Step 5: Toggle **ON**