



ZOOM Security Tips



GENERAL GUIDELINES

Minimize the number of people who have access to the meeting and the number of locations the meeting link is posted to in order to reduce the likelihood that the meeting can be “**Zoombombed**” or hijacked by unwanted participants.

- ▶ Share meeting links only through email, direct/private messaging, or text to better monitor who has access to the meeting
- ▶ Do not post meeting links on social media or other public forums
- ▶ Limit the number of invited participants to only those essential for the meeting
- ▶ Ask users to ensure their Zoom applications have been fully updated
- ▶ Allow only users who are signed in to Zoom to join meeting



BEFORE MEETINGS

These steps should be done during the creation of the meeting under the Advanced Options or Advanced Settings menu.

- ▶ Enable Waiting Room feature
- ▶ Only allow Host to screen share and file transfer
- ▶ Disable private chat
- ▶ If a meeting link must be made public, set up two-factor authentication
 - Generate a random Meeting ID for social media
 - Require password to join meeting, provided by host via email, direct/private message, or text



DURING MEETINGS

If a meeting is **Zoombombed**, take immediate action to mitigate exposure to the unwanted participant.

- ▶ Mute and disable video of disruptive/unwanted participants
- ▶ Remove disruptive/unwanted participants
- ▶ Document name of participant, time of incident, and description of disruption or **Zoombombing** immediately following occurrence
- ▶ If possible, continue the meeting



AFTER MEETINGS

Reporting incidents to the appropriate entities helps improve security and make others aware of taking necessary precautions for future Zoom meetings.

- ▶ Report incidents of disruptive participants and **Zoombombing** to your supervisor
- ▶ Report incidents of **Zoombombing** to the FBI’s Internet Crime Complaint Center at www.ic3.gov
- ▶ Report specific threats received during Zoom meetings by anyone to the FBI at www.tips.fbi.gov

For more tips, visit:

<https://blog.zoom.us/wordpress/2020/03/20/keep-uninvited-guests-out-of-your-zoom-event>