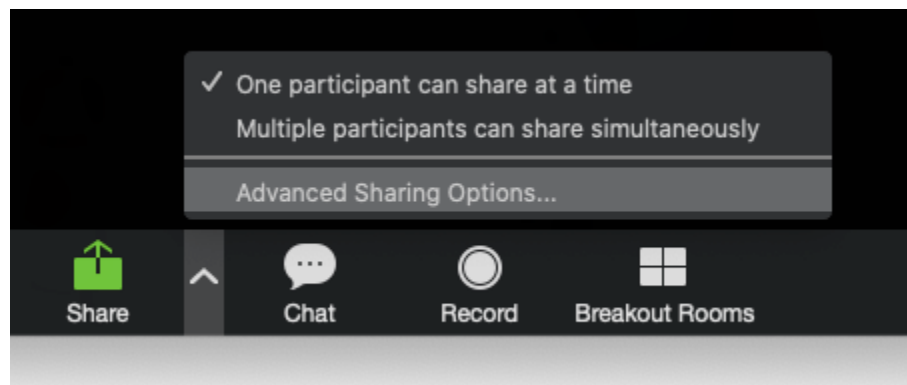


## How to stop Zoombombers

Here are some helpful tips on how to stop unwanted interruptions or disruptions during your public Zoom Meeting:

- Avoid using your **Personal Meeting ID (PMI)**
  - Under **Meetings > Schedule a Meeting > Meeting ID** select **Generate Automatically**
    - Generate Automatically     Personal Meeting ID
- Enable **Waiting Room**
  - Under **Meetings > Schedule a Meeting > Meeting Options** check **Enable waiting room**
    - Enable waiting room
- **Manage screen sharing**
  - In the Zoom Meeting, click on **Share** and select **Advanced Sharing Options**



- Under **How many participants can share at the same time?**, select **One participant can share at the same time**
- Under **Who can share?**, select **Only Host**

**How many participants can share at the same time?**

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**

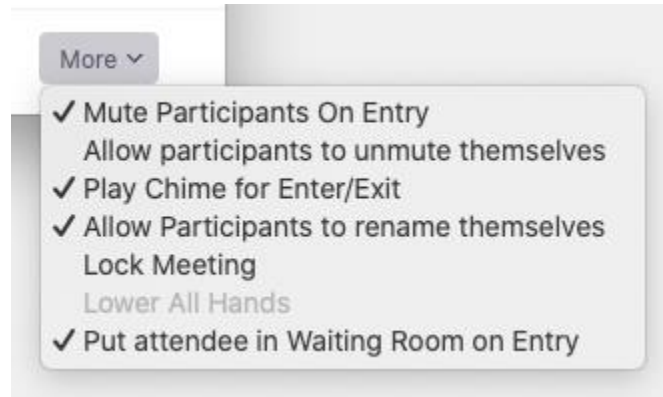
- Only Host     All Participants

**Who can start sharing when someone else is sharing?**

- Only Host     All Participants

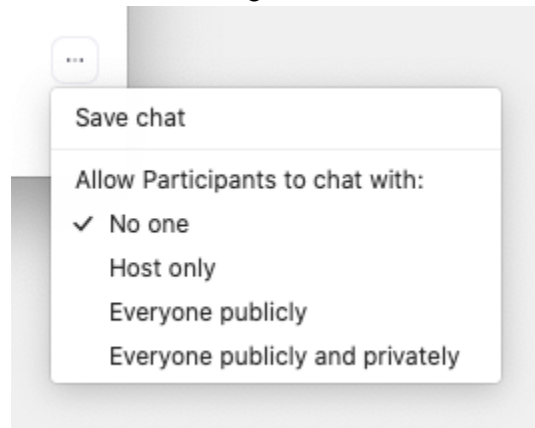
- **Manage Participants** settings

- In the Zoom Meeting, click on **Manage Participants**. A **Participants** window will appear on the right of your meeting. Click on **More** and enable the following:



- Disable in-meeting **Chat**

- In the Zoom Meeting, click on **Chat**. A **Chat** window will appear. Towards the bottom right-hand corner of the **Chat** window, click on the ellipsis (...). Under **Allow Participants to chat with:** select **No one** to disable in-meeting chat.



The suggested tips above lockdown the public Zoom Meeting very tight and prevent potential Zoombombing. If you would like to allow attendees to **Chat**, **Share** their screen, or **Unmute** themselves, the **Host** has the option to **Remove** the attendee, **Put in waiting room**, and **Stop Video** during Zoom Meeting. To view these options, click on **Manage Participants**, hover over the attendee in question, and click **More**.

