ZOOM SAFETY SETTINGS CHECKLIST

The phenomenon of "zoom bombing," is the act of disrupting or hijacking a virtual meeting, and its consequences. NOTE: This phenomenon is not isolated to just Zoom, but all online meeting platforms.

1. BEFORE THE CALL

Centralize control

- Only allow hosts to control video/audio
- Begin the call with all video/audio muted
- Only allow host to screen share
- Do not reuse old zoom links
- Set chat settings so participants can only message the hosts

Consider raising the barriers to entry- especially if your meeting/session is being publicized to a broad audience

- Require registration–may consider requiring a login with a HawkID (only authenticated users)
- Do not share the zoom link on an unrestricted, publicly-available platform (Facebook, Twitter, Reddit, Discord)
- Ask people to sign up for zoom account with a recognizable name or nickname
- Send link directly to specific people about 30 minutes ahead of time.
- Add a meeting password
- Disable join before host

2. DURING THE CALL

- Keep everyone's audio/video off (except hosts)
- Consider locking the meeting after the participants have joined
- Avoid sharing sensitive information

3. IF YOU HAVE BEEN ZOOM BOMBED

- Gather evidence (screenshots, zoom recording, chat logs, participant list)
- Report the event at:
  https://uiowa.qualtrics.com/jfe/form/SV_1XGHNfhFWnGXCGV
- If a non-University of Iowa-affiliated event, report to your local IT administrator and Zoom
- Remove all zoom links from website and public calendars

How to respond during the call:

- Acknowledge what has occurred - condemn the event and the offensive content
- Take a few minutes to acknowledge that such incidents affect us all, but not in the same way.
- Assure participants that you are committed to maintaining an environment that is welcoming to all
- Explain that you plan to tighten security for future meetings
- If the meeting ends early, consider sending participates an email soon as possible to explain what happened

For detailed information, visit:
https://teach.uiowa.edu/zoom-privacy

The Office of Diversity, Equity, & Inclusion
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