



BEWARE of Zoom bombing

During Zoom sessions, some malicious people invite themselves to disrupt them. This phenomenon called “Zoom bombing” is generally carried out by hackers.

A session can be diverted by inserting material of an obscene nature, or any information not desired.



Report a participant

Zoom’s report functionality allows you to ban the undesirable user. You will afterwards receive an email with a report which will include all useful information as well as screenshot of your meeting.

1. Click on « **Participants** » in the toolbar at the bottom of the window.
2. Hover your mouse over the name of a participant, then click the « **More** » button.
3. From the drop-down menu, choose « **Report** ».
4. Check « **Include desktop screenshot** ».
5. Click on « **Submit** » to confirm.

The screenshot shows the Zoom interface during a meeting. On the left, the 'Report' dialog box is open, and on the right, the 'Participants' list is visible. Red circles with numbers 1 through 5 indicate the steps for reporting a participant:

1. Click on the 'Participants' icon in the bottom toolbar.
2. Hover over the name of a participant in the 'Participants' list and click the 'More' button.
3. From the drop-down menu, choose 'Report...'. (Note: The 'Report...' option is highlighted in the image).
4. Check the 'Include desktop screenshot' checkbox.
5. Click on the 'Submit' button to confirm the report.



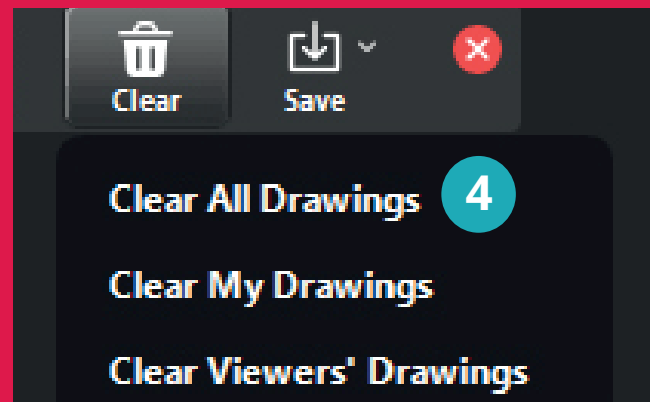
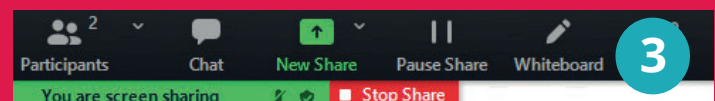
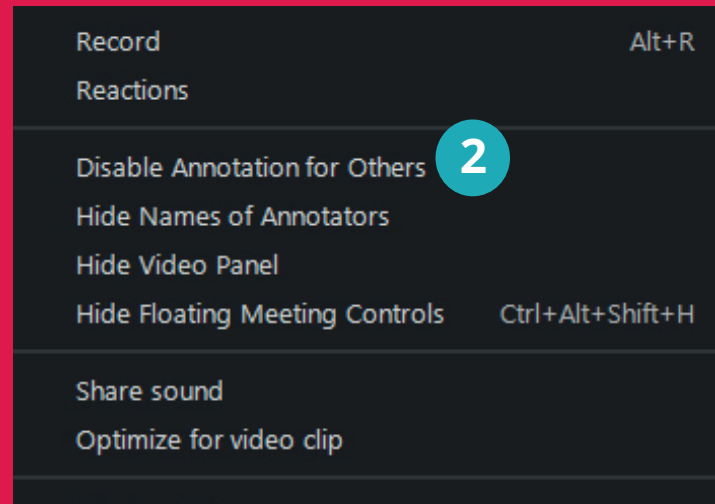
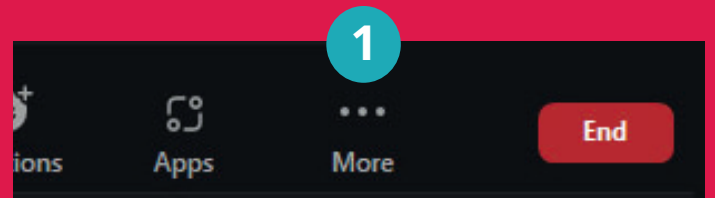
Zoombombing using annotations

Undesirable participants can make offensive or inappropriate drawings during screen sharing.



Disable and delete annotations from participants to prevent the undesirable participant from adding drawings

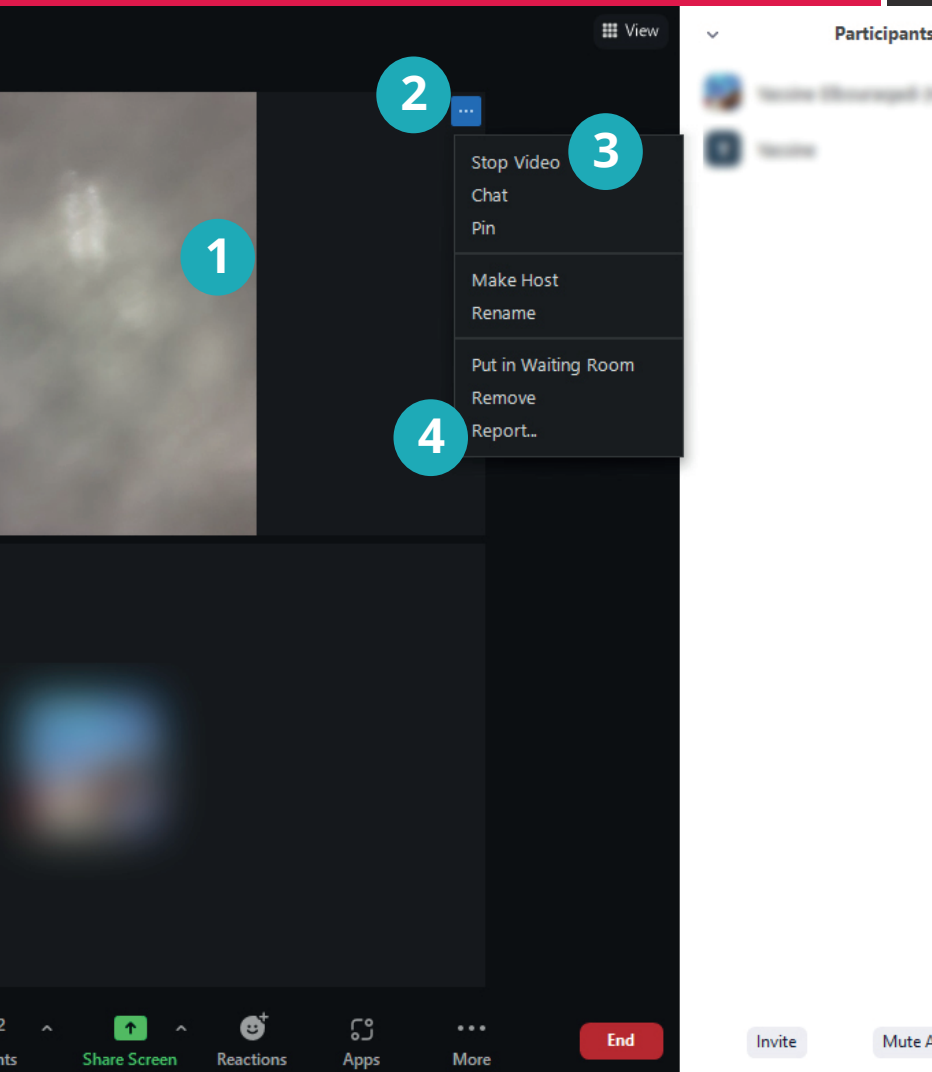
1. Click on « **More** » in the toolbar at bottom of the window.
2. From the drop-down menu, choose « **Disable Annotation for Others** ».
3. Click on « **Whiteboard** ».
4. Choose « **Clear All Drawings** » to remove all annotations.





Audio or video Zoombombing

An undesirable participant can activate his/her microphone to launch insults or inappropriate audio interventions. This person can activate his/her camera to display offensive or sexual content.



Deactivate undesirable video

1. When activating his/her camera, the author will appear on the main screen.
2. Hover your mouse over the undesirable video. A blue button with three dots will appear. Click to open it.
3. Click « **Stop Video** ».
4. Click on « **Report** ».



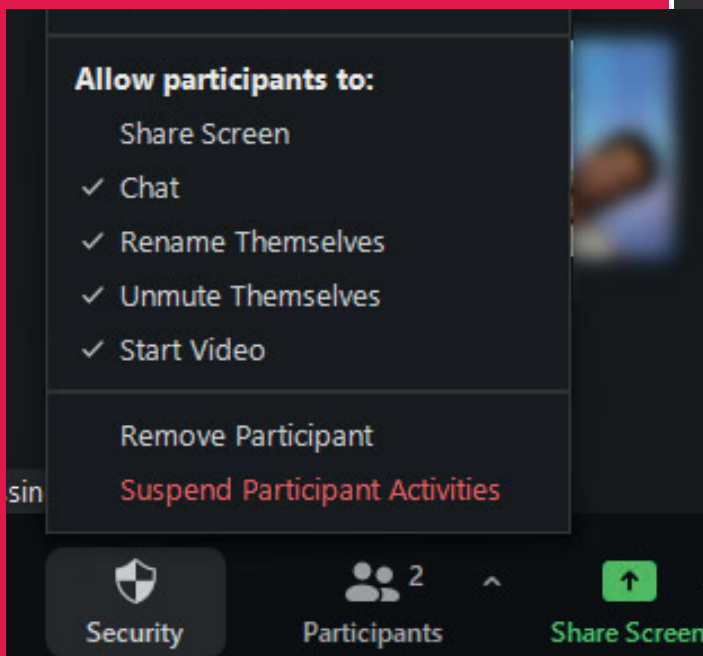
Secure a Zoom meeting

Recommendations

Configure the security options when creating the meeting.

1. Activate the **Waiting room** option.
This function ensures that you can choose whether or not to admit a person when he/she connects to the session and will therefore not appear all of a sudden during the meeting.
2. Do not check « **Allow participants to join anytime** ». This prevents users from logging in before the host. Students will be placed in the waiting room while waiting for your approval.
3. Mute participants upon entry.

The screenshot shows the Zoom Security settings panel. It includes sections for Security, Video, and Options. In the Security section, 'Passcode' is checked, and 'Waiting Room' is checked and numbered '1'. In the Video section, 'Host' and 'Participant' video settings are both set to 'off'. In the Options section, 'Mute participants upon entry' is checked and numbered '3', while 'Allow participants to join anytime' is unchecked and numbered '2'. There are 'Save' and 'Cancel' buttons at the bottom.



Before admitting participants

Since you have activated the waiting room, students will not be able to join the session before you authorize it. Take advantage of this moment to check the security options by clicking on the «Security» button.

- Disable the option « **Allow participants to share screen** ».
- If necessary, deactivate the options that allow participants to discuss amongst each other, change their name display or activate their own microphone.
- When everyone is well connected, you can activate the Lock meeting option. This will prevent anyone else from being able to join the meeting.