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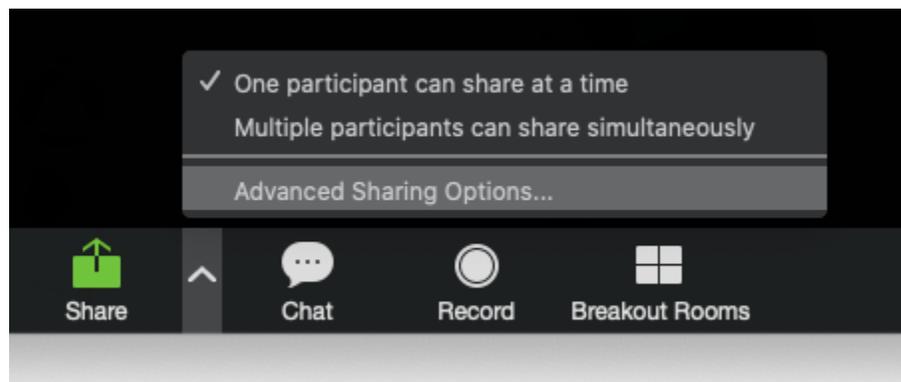
- Under **How many participants can share at the same time?**, select **One participant can share at the same time**
- Under **Who can share?**, select **Only Host**

How many participants can share at the same time?

⦿ One participant can share at a time

○ Multiple participants can share simultaneously (dual monitors recommended)
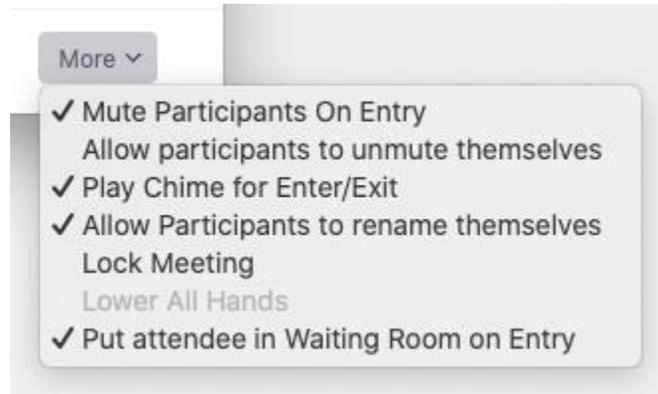
Who can share?

⦿ Only Host   ○ All Participants

Who can start sharing when someone else is sharing?

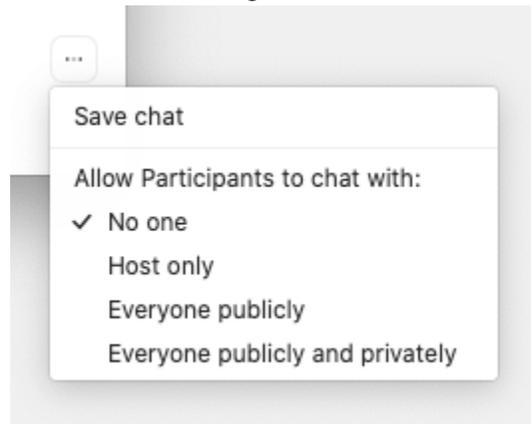⦿ Only Host   ○ All Participants

- **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:

More ✓
✓ Mute Participants On Entry
  Allow participants to unmute themselves
✓ Play Chime for Enter/Exit
✓ Allow Participants to rename themselves
  Lock Meeting
  Lower All Hands
✓ Put attendee in Waiting Room on Entry

- 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.

…
Save chat

Allow Participants to chat with:
✓ No one
  Host only
  Everyone publicly
  Everyone publicly and privately

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**.

More ✓
  Chat

  Stop Video

  Make Host
  Make Co-Host
  Allow Record
  Rename
  Put in waiting room

  Remove