

Message to Faculty and Lecturers from EMU Center for E-Learning: Preventing Zoom-bombing

Sept. 15, 2020

Dear Fall 2020 Faculty and Lecturers,

We have received reports of a couple of university course sections experiencing incidents of Zoom-bombing since the start of the fall semester. If you are using Zoom to meet with your students, please follow these measures to make sure only students can enter your session.

1) Leave the default setting to require a passcode

Our university Zoom account is set to require a passcode to enter a meeting. The passcode is automatically embedded in the link that participants click on to enter the meeting -- no one ever needs to type in the passcode. The passcode prevents Zoom-bombing by stopping outsiders from typing in a random number in the Zoom login page to join a meeting.

If you have disabled the passcode in your class meetings, or want to double-check that it is enabled just follow these steps:

1. Inside the Canvas shell for your course click on **Zoom** in the left-menu
2. Click on the meeting you want to check.
3. Click on **Edit this Meeting**
4. Make sure the **Passcode** feature is checked
5. Click **Save** at the bottom of the screen

2) Add authentication as a requirement

If you require authentication to enter your meeting, only participants with an EMU NetID can enter your Zoom session. This will stop outsiders from being able to enter your session. To add the authentication requirement, follow these steps.

1. Inside the Canvas shell for your course click on **Zoom** in the left-menu
2. Click on the meeting you want to check.
3. Click on **Edit this Meeting**
4. Check the **Authentication** feature
5. Click **Save** at the bottom of the screen

3) Enable the Waiting Room feature

Another method to stop outsiders from entering your meeting is to enable the waiting room feature. The waiting room requires entrants to wait for host approval. Please note that this requires host attention to the waiting room for late attendees to the meeting. To enable the waiting room, follow these steps.

1. Inside the Canvas shell for your course click on **Zoom** in the left-menu
2. Click on the meeting you want to check.
3. Click on **Edit this Meeting**
4. Check the **Waiting Room** feature located to the right of the **Passcode** feature
5. Click **Save** at the bottom of the screen

If you require assistance setting these security features, please contact the Center for E-Learning (elearning@emich.edu).

Thank you and we look forward to supporting you this semester,

Bill Jones
Director - Instructional Technology and Information Management
Center for E-Learning