# How to prevent hackers from hijacking your Zoom meeting

Tips compiled by the Communicator Forum with special thanks to Nadine Compton of Disciples Church Extension and Amanda Hundt of National Benevolent Association

Greetings communicators! There's some concern over how we can ensure that our Zoom meetings are secure. What I've found below comes straight from the Zoom blog itself, so we know that these methods will work.

Forum tips

- When you share your link online, that makes your event public. This means that anyone with access to the link can join your meeting. So then how do you promote the Zoom meeting without sharing the link?
- By setting up your own two-factor authentication. Generate a random Meeting ID when scheduling your event and require a password to join. Then you can share that Meeting ID on social media or in newsletters, but only send the password to join through direct/personal messaging or by having subscribers email in for it. This seems like a lot of work though, if you have a lot of people DMing or emailing you.
- **Screen sharing:** This is the key to *preventing random people from controlling the screen and sharing their content with the group*. To prevent participants from screen sharing during a call, go to the host controls at the bottom, click the arrow button in between 'Share Screen' and 'Chat,' then click on 'Advanced Sharing Options…' and the menu that comes up.
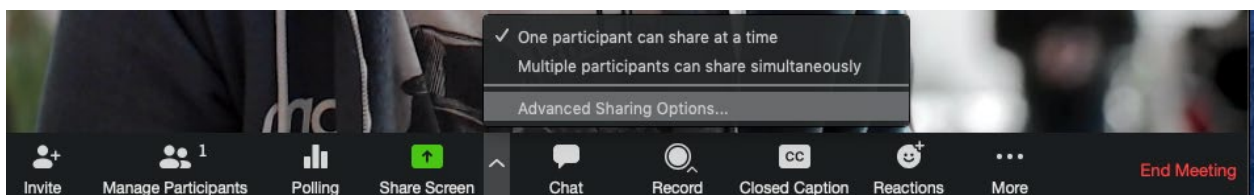
Under 'Who can share?' select 'Host Only' and close the window. You can also lock the 'Screen Share' by default for all your meetings in your web settings.
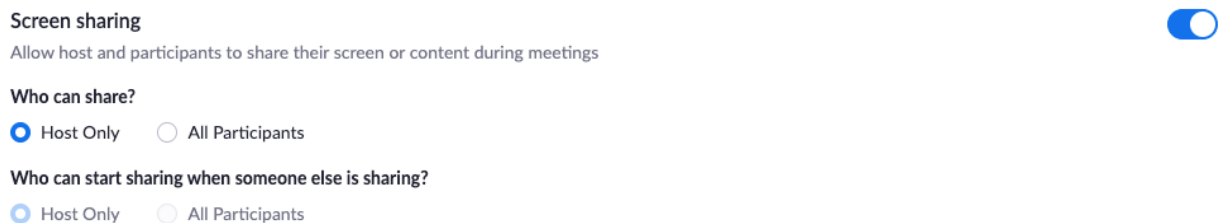

- **Disabling a participant's video:** Hosts can turn participants' videos off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video. More info here.

- **Muting participants:** Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable 'Mute Upon Entry' in your settings to manage the noise level in large meetings. Read more [here](#).
- **Locking the meeting:** When you [lock](#) a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click 'Participants' at the bottom of the window. In the 'Participants' pop-up, click the button that says 'Lock Meeting.'

Zoom's tips

- Avoid using your Personal Meeting ID (PMI) for public events. Your PMI is basically one continuous meeting, so you don't want uninvited guests using your personal virtual space after the event's over. You can learn about meeting IDs [here](#), and how to generate a random meeting ID [here](#).
- Allow only signed-in users to join: If someone tries to join your event and isn't logged into Zoom with the email they were invited through, they will receive this message:
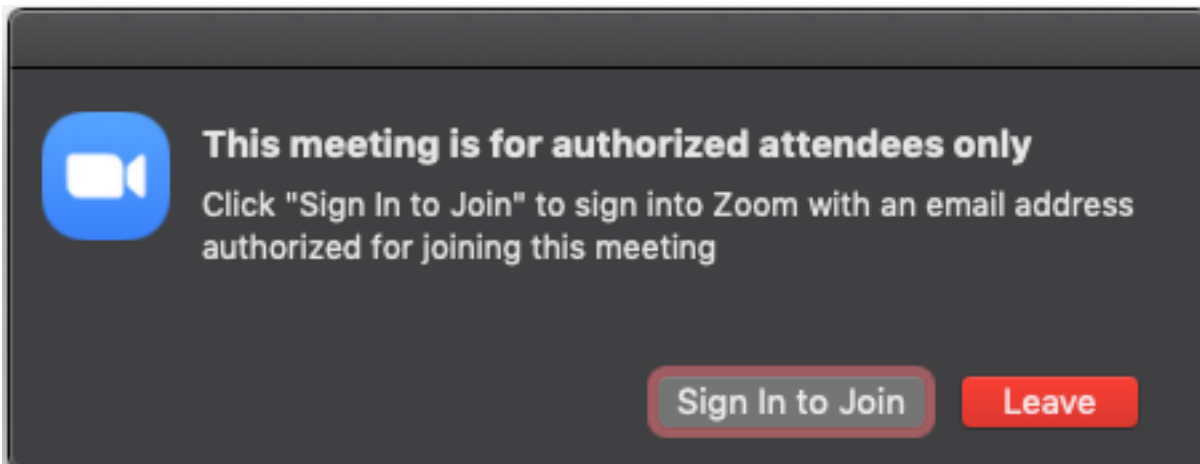
This is useful if you want to control your guest list and invite only those you want at your event, such as other members of your church or coworkers.

- Remove unwanted or disruptive participants: From that 'Participants' menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.
- Allow removed participants to rejoin: When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you boot the wrong person.
- Put 'em on hold: You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select 'Start Attendee On Hold' to activate this feature. Click 'Take Off Hold' in the 'Participants' list when you're ready to have them back.
- Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with the kind of content Bruce was referring to earlier.

- **Turn off annotation:** You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- **Disable private chat:** Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting.
- The Waiting Room: It's a virtual staging area that stops your guests from joining until you're ready for them. Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see when they hit the Waiting Room so they know they're in the right spot. This message is really a great spot to post any rules/guidelines for your event, like who it's intended for.

Customize the waiting room UI

Meeting ID : 888-888-888

Hey! One sec. The meeting host will let you in soon... ✎

zoom | { Your Meeting Topic }

✎ 🗑

Thanks for coming! This happy hour is for current university students only. ✎ 🗑

Basically, it's a way to screen who's trying to enter your event and keep unwanted guests out.