



JFHQ-DODIN: Zoom Safety Checklist

(U) BLUF: "Zoombombing" is when an uninvited individual can access your meeting or chat. Much like photobombing but usually far more derogatory. Most Zoom meetings have a public link that, if a person were to click it, it will allow them to join. Malicious individuals or Zoombombers have been collecting these links and sharing them in private chat groups, then signing on to other people's conferences to cause disruption.

Before Meeting:

- Disable autosaving chats
- Disable private chats / upload of animated GIFs
- Disable file transfer
- Disable screen sharing for non-hosts
- Disable remote control
- Disable annotations
- Use per-meeting ID, not personal ID
- Disable "Join Before Host"
- Enable "Waiting Room"
- Use unique ID for large or public Zoom calls
- Enable password feature (keep password or create your own)

During Meeting:

- Assign at least two co-hosts
- Mute all participants
- Lock the meeting, if all attendees are present
- Share screen with host only or not at all

If you are Zoombombed:

- Remove problematic users and disable their ability to rejoin
- Lock the meeting to prevent additional Zoombombing

Helpful links:

- <https://www.adl.org/blog/how-to-prevent-zoombombing>
- <https://www.fbi.gov/contact-us/field-offices/boston/news/press-releases/fbi-warns-of-teleconferencing-and-online-classroom-hijacking-during-covid-19-pandemic>
- <https://securityboulevard.com/2020/04/what-is-zoombombing-and-how-to-defend-against-it/>
- <https://www.pcmag.com/how-to/how-to-prevent-zoom-bombing>
- <https://ftw.usatoday.com/2020/03/zoom-bombing-how-to-prevent-it>
- <https://gcn.com/articles/2020/04/01/videoconferencing-vulnerabilities.aspx>

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