Zoom Setup Information

Do not share your Zoom meeting ID and password on social media. You should place information about your Zoom session in MyClasses (for course-related session) or email participants directly. Below are guides to help prevent Zoombombing during your session:

- **Require a Password to Join a Meeting**
  This will require all individuals who have access to your Zoom link or Meeting ID to enter a password you provide.

- **Enable the Zoom Waiting Room Feature**
  The waiting room allows the meeting host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room and then allow the person waiting to join the meeting/class.

- **Lock the Zoom Meeting**
  This will lock your session and no additional participants are able to enter your meeting/class.

- **Remove or Manage Existing Participants**
  You can remove participants from a meeting and manage what individual participant have access to do during a meeting/class.

- **Disable Chat in a Zoom Meeting**
  You can determine if group or 1:1 chats are available during your meeting/class.

- **Require Registration**
  Scheduling a meeting that requires registration will allow you to have your participants register with their email, name, other questions and custom questions.

- **Disable Screen Sharing for Participants**
  Advanced sharing options allow you to control who can screen share.

- **Use a Zoom Webinar**
  If you will be inviting many guests from outside Salisbury University, you can request a Zoom Webinar from IT so that those attending are restricted from video and audio.

Teams Setup Information

Microsoft Teams meetings offers several options to increase the security and privacy of meetings. Scheduled Teams meetings have a Meeting options link to allow the organizer to adjust settings for the meeting lobby, as well as who can present during a meeting. To access the meeting options, the meeting organizer can click on the Meeting options from the Teams meeting details, or from the meeting information in the calendar event.

**Meeting Options:**

- **Lobby Bypass**
  The safest option for this is Only Me. That means each person who is invited to the Teams meeting will have to be let in by you (the originator).
  
  You can choose to allow People I Invite (Turn OFF Allow Forwarding in the meeting invite). Only those individuals who you have invited will be able to join.

- **Always Let Callers Bypass the Lobby**
  Set this option to NO so that each attendee must be admitted by the host.

- **Announce When Callers Join or Leave**
  Set this option YES so you can hear when an attendee enters or leaves the meeting.

- **Who Can Present?**
  Set this option to ONLY ME and you can determine who can present when the meeting starts.

- **Allow Mics for Attendees?**
  Use this to turn ON or OFF microphone abilities to begin the meeting for all attendees.

- **Allow Camera for Attendees?**
  Use this to turn ON or OFF camera abilities to begin the meeting for all attendees.

**Meeting Organizers:**

- **During a meeting can:**
  remove attendees, mute attendees, or change attendee or presenter status during a meeting.
  
  Select Show Participants in the meeting bar.

  Hover over the attendee’s name in the list: Select More options (…) Select the appropriate option, including Mute/Unmute, Remove, Make Presenter.

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**Zoombombing** is a new form of trolling (disruptive behavior focused on antagonizing the audience or speaker) in which a participant uses Zoom’s screen-sharing feature to interrupt and disrupt meetings and classes.