GUIDELINES TO PREP FOR ZOOMBOMBING (2B)

Pre-Session Preparation

**ZOOM SESHP GOALS**

The purpose of these guidelines is to prepare your participants to be engaged, informed, and comfortable in your Zoom meetings. These guidelines are designed to help you maximize productivity and minimize distractions. For your Pre-Session Preparation, we recommend:

1. **Proper Staffing**
   - Ensure that your team is trained on how to use Zoom and has experience in conducting online meetings.
   - Have a backup plan in case of technical difficulties.

2. **Code Word**
   - Develop a code word to signal to your team if they notice something suspicious during the meeting.
   - If you notice something unusual, use the code word to alert your team to review the meeting.

3. **Waiting Room**
   - Use the waiting room feature to control who can join the meeting.
   - Only allow participants to join the meeting once you are ready.

4. **Zoom Links**
   - Use unique Zoom links for each meeting.
   - Never share your Zoom password with anyone who is not participating in the meeting.

5. **DO NOT ENGAGE**
   - Avoid engaging with any suspicious behavior during the meeting.
   - If you notice any suspicious activity, stop the meeting immediately.

6. **Mute All P’s**
   - Mute all participants by default.
   - Only unmute individuals when necessary.

7. **Communicate w/ Leader**
   - Establish a designated leader for the meeting.
   - The leader is responsible for managing the meeting and ensuring its smooth flow.

**Additional Considerations and Resources**

For a Zoom Blog with more details and considerations, click here.

Zoom is customizable to your organization’s policies, feature requirements, and default settings. Please be diligent.

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