ZOOM SAFETY SETTINGS CHECKLIST

adapted from Santa Barbara City College: http://www.sbcc.edu/it/zoom/zoom-bomb.php

IN THE BROWSER (DEFAULTS)

Join before host – OFF

Mute participants upon entry – ON

Private chat – OFF

File transfer – OFF

Allow host to put attendee on hold – ON

Screen sharing – ON with "Host Only"

Disable desktop/screen share for users – ON

Annotation – OFF

Remote control – OFF

Allow removed participants to rejoin – OFF

Waiting room – ON

Use Personal Meeting ID (PMI) when scheduling a meeting - OFF

WHEN SCHEDULING

Video / Participant - OFF
(Participants will join with their video turned off until they turn it on.)

Enable join before host - OFF
(Nobody can join before you do.)

Mute participants upon entry - ON
(Participants will join with their mic muted until they unmute.)

Enable waiting room - ON
(You decide who comes in.)

DURING THE MEETING

Click "More" and **unclick "allow participants to rename themselves."**

EMERGENCY! REACTING QUICKLY IF YOU NEED TO.

MUTE EVERYONE AND DON'T LET THEM UNMUTE
(UNCHECK "ALLOW PARTICIPANTS TO UNMUTE THEMSELVES" WHEN MUTING ALL)

REMOVE THE PARTICIPANT
(HOVER YOUR MOUSE OVER THEIR NAME, CLICK "MORE" AND CLICK "REMOVE")

LOCK THE MEETING SO NO ONE CAN COME IN
(SELECT "MORE" UNDER PARTICIPANTS AND "LOCK MEETING")

Some Tips on How to Host a Poetry Reading on Zoom

Now that so much of our lives have gone digital, we've become dependent on the Video Conferencing software Zoom to virtually gather. Described by security researchers as "a privacy disaster", it has quickly drawn the attention of rampant trolls and internet harassers, popularly referred to as "zoom bombers".

These Zoom Bombers access open Zoom classrooms, meetings, and recently, poetry readings through the meeting ID number. They typically disrupt meetings by uttering slurs into the **unmuted microphone**, using the **screenshare** function to display disturbing/upsetting graphic images, changing their **display backgrounds** or **profile pictures** to such images, and use harassing language in the **group** or **private chat**.

Zoom is easily accessed and, unfortunately, easily hacked and disrupted. However, there are some simple and easy steps to take to mitigate the likelihood and severity of these attacks, and procedures to acquaint yourself with should an attack occur.

The tighter the security means the more private the event, and, accordingly, the lower the likelihood of an attack. For instance, you can add a Password to the event. This may not be ideal for poetry readings designed to be open and promote inclusivity of the audience beyond those already in the contact lists of the readers/organizers. The fewer restrictions you use, the more crucial it is to be prepared, stay vigilant, and react swiftly in the event of a possible Zoom Bombing.

In the guide below we have listed out the functions of Zoom, some highly suggested guidelines, some additional measures to consider, and an approach to reacting if a Zoom Bombing does occur.

An important thing to consider is: who will be most negatively impacted by Zoom Bombers? Typically, they espouse racism, especially anti-Blackness, as well as any other form of hate speech imaginable. If your reading gets bombed, to which participants will this be most upsetting, and how will we handle it? Remember, most of us are in isolation, and once we leave the reading, we are alone in our rooms. Take care of each other! Reach out to participants if they leave the event. Zoom bombings are indicative of a larger societal Disease (namely, white supremacy), and can be very hurtful to experience, especially in isolation.

These are some Guidelines to consider if you are hosting a Poetry Reading on Zoom.

INTRO TO BASIC FUNCTIONS:

Chat - Participants can send messages viewable to all (this can be turned off/on)

Private chat - a participant can send a private message to another participant, not viewable to the whole group but viewable to the host at the end of the meeting. Some Zoom bombers have sent harassing messages via private chat.

Play sound when participants join or leave - Turn this off--generally disruptive

Co-host - The co-host function is enabled on the highest level of Zoom accounts. It's best to have someone designated co-host who keeps a watch on participants and can keep a look out to remove trolls immediately.

Allow host to put attendee on hold - this can be used to temporarily remove someone who might be disrupting the call while you decide to kick them from the call or not. To put an attendee on hold, click on Manage Participants in the host controls. Hover over the name of the attendee you want to put on hold. Click More, then Put on hold.

Disable desktop/screen share for users

Annotation - If this is on, participants can draw on your screenshare.

Whiteboard - You can screenshare a whiteboard that the host and participants can use to write on.

INTRO TO ADVANCED FUNCTIONS;

Breakout room - This allows you to create rooms within the zoom to divide up the group, for smaller group discussions.

Waiting room - This means that attendees cannot join a meeting until a host lets them in as a group or individually from the waiting room. Be wary that some people who leave/are kicked off a Zoom meeting may try to re-enter with a new name and email address. You can stop admitting all new people to prevent someone from returning. If you use these feature you need a designated individual, because it is challenging for a single person to both present/be in the Zoom call and handle the virtual door.

Choose which participants to place in the waiting room - Guest participants only

Baseline Measures:

Designate a 'tech monitor/Zoom Bouncer' or two in addition to the host of the meeting to monitor the chat, the waiting room, and keep a keen eye out for other forms of Zoom bombing to remove people. This person can mute and remove video for others.

Meeting ID - Do not use your personal meeting ID. If someone has your personal meeting ID they can join your private meetings in the future.

Make sure no one can join the meeting before the host.

Mute participants on entry.

Enable waiting room--[attendees cannot join a meeting until a host lets them in](#) as a group or individually from the waiting room.

Only the host should be able to screenshare

Turn off access to whiteboard and annotation for non-hosts

Create an outside communication channel--Make sure Zoom/Zoom chat is not your only method of communication with your co-host(s) and reader! If anything happens, you should be able to be in touch with these people before, during, and after the Zoom itself is live.

<u>**Additional Considerations:**</u>

PRIOR REGISTRATION: You could have prior <u>registration required</u>. You can automatically make all who register guests or manually allow in registrees. This limits who can enter to pre-vetted people. HOWEVER, this can block those who may have forgotten to register, don't want to provide that info to an institution, or not admit those who you do not know personally, limiting access and viewership.

PASSWORD PROTECTED EVENTS: You can require a password to access the meeting, so only those with the password can access the meeting. Similarly, this allows a great degree of control over who is even able to access the meeting and, similarly, limits the openness of the meeting. There also may not be an immense advantage to a password protected meeting if the password is disseminated as openly and publicly as a link would be.

CHAT FUNCTION: You could turn the chat function off. It is lovely to see so much excitement and support go on in the chat, and it has been used to effectively share mutual aid links or ways to support the featured artists. However, the chat also has the potential to be abused by Zoom bombers. You can, at any point, turn it off or on. Also, if you have content you want to share such as a link, a book title, or mutual aid network, you can make a graphic and display that via screenshare between readers or at the beginning/end as people enter/exit.

NO REJOIN IF REMOVED: This means if a Zoom bomber is removed, they cannot reenter. However, I have seen some non-ZB folks accidently removed and unable to rejoin due to this. Easily remedied if the person is a friend of the host, less so if it is an innocuous 'stranger'!

Much of this depends on the kind of event you are facilitating. Is this a more intimate group sharing work together? Is this a public event that would draw a large crowd of mostly strangers? Is this an event that might for whatever reason be targeted by Zoom Bombers? Do you want to emphasize opening up the access to those who may not socially, institutionally, or otherwise feel welcome attending a reading that requires an invite/RSVP? All of these considerations will help you select what approach is best suit your reading.

If Your Reading Gets Zoom Bombed:

1. If they have accessed screenshare, end screenshare immediately (red button!) and remove participant ability to screenshare.
2. If they have spotlighted themselves to show their background/profile image, hover over another participant's image, click the three dots, and select theirs to be spotlighted instead.
3. Mute everyone (remove option for participants to unmute themselves).
4. **Remove the participant (hover mouse over name, click 'more,' click 'remove')**
5. Lock the meeting so no one else can come in (select move under participants and "lock meeting"
6. Remove the chat function
7. Utilize the outside communication channel to check in on your reader(s)/performer(s) and co-host(s).

All this is far more swiftly caught and handled with a host and co-host/tech monitor working in tandem to recognize and address the activity. Designate roles beforehand (does the host click mute and the co-host/monitor remove the participants?). These things happen swiftly and it can be hard to react swiftly and effectively without a plan and particularly on one's own.

If you would like to test-run any of this, feel free to reach out to Ry Dunn or Becca Teich.

Readings and Zoom events are vital ways to share with each other our words, presence, and makings during times of challenging distance and precarity. It is crucial to foreground this as one of many ways of taking care of each other. If a disruption means redirecting our care away from getting through the reading and toward another means of supporting those in our community, we must tend to those immediate needs and remain flexible as we all learn to navigate these digital publics.