Why is this Important?

- Zoom bombing is when unwanted attendee(s) enter a Zoom meeting and post disruptive video, text, and take over the meeting’s screen share. To reduce the chances of Zoom bombing occurring in your Zoom meeting, we recommend the following:
  - Review and follow the best practices listed below. Reach out to support@villanova.edu if you have any questions about the recommendations listed below.
  - Depending on the format, goals, and size for your virtual event, consider using Zoom webinar. Reach out to support@villanova.edu and request more information on Zoom webinar.
## What’s the difference: Meetings vs. Webinars

<table>
<thead>
<tr>
<th>Feature</th>
<th>Meeting</th>
<th>Webinar</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participant roles</strong></td>
<td>• Host and co-host</td>
<td>• Host and co-host</td>
</tr>
<tr>
<td></td>
<td>• Participant</td>
<td>• Panelist</td>
</tr>
<tr>
<td></td>
<td>Learn more about Meeting Roles.</td>
<td>• Attendee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Learn more about Webinar Roles.</td>
</tr>
<tr>
<td><strong>Audio sharing</strong></td>
<td>• All participants can mute/unmute their own audio</td>
<td>• Only the Host and panelists can mute/unmute their own audio</td>
</tr>
<tr>
<td></td>
<td>• Host can mute/request to unmute participants</td>
<td>• Attendees join in listen-only mode^</td>
</tr>
<tr>
<td></td>
<td>• The Host can set all participants to mute upon entry</td>
<td>• The Host can unmute one or more attendees</td>
</tr>
<tr>
<td><strong>Video sharing</strong></td>
<td>All participants</td>
<td>Hosts and panelists</td>
</tr>
<tr>
<td><strong>Screen sharing</strong></td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td><strong>Capacity</strong></td>
<td>Up to 100 with free license, up to 1,000 depending on plan and large meeting add-on.</td>
<td>Up to 100-10,000 participants, depending on the license.</td>
</tr>
<tr>
<td><strong>Participants list</strong></td>
<td>Visible to all participants</td>
<td>Visible to host and panelist</td>
</tr>
<tr>
<td><strong>Email reminders</strong></td>
<td>N/A</td>
<td>If registration is enabled</td>
</tr>
<tr>
<td><strong>Chat</strong></td>
<td>In-meeting Chat</td>
<td>Webinar chat</td>
</tr>
</tbody>
</table>

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**Description**

- **Meeting**: Zoom meetings are ideal for hosting more interactive sessions where you’ll want to have lots of audience participation or break your session into smaller groups. Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.

- **Webinar**: Zoom meetings are ideal for hosting more interactive sessions where you’ll want to have lots of audience participation or break your session into smaller groups. Think of webinars like a virtual lecture hall or auditorium. Webinars are ideal for large audiences or events that are open to the public. Typically, webinar attendees do not interact with one another. Though Zoom provides options for you to get more social with your attendees, your average webinar has one or a few people speaking to an audience.
Steps to follow BEFORE your Zoom Meeting virtual event:

**Require a Passcode to Join the Zoom meeting**

- When scheduling the Zoom meeting, enable the “Passcode” setting. This will help secure your meeting because if a Zoom bomber is randomly trying different meeting IDs, they will not able to enter the meeting because they do not have the passcode (as long as you do not share the passcode on public-facing sites). The attendees should not need to know the specific passcode because the meeting weblink URL will contain the password within the URL [weblink itself](https://villanova.zoom.us/j/99095297?pwd=Wnh2RktXTmJDd2luNWx) (see picture below)

![Passcode Enabled](https://example.com/passcode.png)

**Meeting URL Weblink with Passcode included:**

https://villanova.zoom.us/j/99095297?pwd=Wnh2RktXTmJDd2luNWx
Steps to follow BEFORE your Zoom Meeting virtual event:

Do not post Zoom link on public-facing sites (websites, social media)

- This opens the door for anyone (including unwanted guests) to join your meeting. To share the Zoom link with your participants, we strongly recommend that you utilize some sort of registration system, where interested attendees fill out a form with their information, and then the Zoom link is provided after that form is completed. This will allow you to post a link to the registration on public-facing sites, rather than the link to the meeting itself.

Please check with your department/College about specific registration tools that they currently use. Zoom meeting has a registration feature as well. Information on how to use the Zoom Registration is available here.

Registration ☑ Required
Steps to follow BEFORE your Zoom Meeting virtual event:

**Utilize Alternative/Co-host to help admit users**

- By default, all Villanova Zoom meetings have a waiting room enabled. You should have a co-host to help admit attendees into the meeting. This will give you more time to review user(s) in the waiting room. Instructions on how to set up an alternative host or co-host.

Alternative Host:

Co-Host:
Steps to follow DURING your Zoom Meeting virtual event:

- Zoom now puts **all your essential security options in a single button called “Security”** right in the in-meeting menu. Familiarize yourself with these settings, especially “Suspend Participants Activities” and “Remove Participant”.

![Security options in Zoom](image)
Steps to follow DURING your Zoom Meeting virtual event:

Lock meeting (Prevents people from entering the meeting)
Share Screen (Allows you to control if participants can share screen.
Recommendation: Turn off unless it is specifically required)
Chat (allows you to disable the chat for everyone, except the host/co-host)
Rename Themselves (Allows you to control if participants can rename themselves)
Unmute Themselves (Allows participants to unmute themselves without the host’s permission)
Start Video (Allows participants to share their video without the host’s permission.)
Suspend Participants Activities (With one-click, turn off all participant’s video, audio, ability to share their screen, and lock the meeting.
Remove Participant (Removes of a participant from a meeting. Participant can not re-join unless “Allow removed participants to rejoin” is enabled in Meeting settings)
Steps to follow DURING your Zoom Meeting virtual event:

Consider disabling the “Participants Renaming Themselves” setting.

- While the Participants Renaming Themselves is helpful to allow participants to correct how their name displays within Zoom, it can allow Zoom bombers to rename themselves with a name to blend in with the rest of the event. Once the virtual event has started (which allows legitimate participants to rename themselves if needed), please consider disabling the “Participants Renaming Themselves” setting.
Zoom Live Transcription/Closed Captioning

• Starting on Wednesday, March 10, Zoom Live Transcription feature will be available to use by all Zoom meeting hosts.

Zoom’s Live Transcription feature automatically transcribes the audio and speech from a Zoom meeting or webinar to text for participants to view during the session.

This feature is enabled by the host once the meeting or webinar begins via the “Live Transcript” – “Enable-Auto Transcription” within Zoom meeting controls.
Recent enhancements

• This feature is enabled by the host once the meeting or webinar begins via the “Live Transcript” – “Enable-Auto Transcription” within Zoom meeting controls.
• Then, Participants will still need to select the “Live Transcript” button on their Zoom meeting controls and select if they want to view subtitles and/or live transcript. Otherwise, participants will not see the transcription/closed captions.
Recent enhancements

Subtitle

Transcript
Recent enhancements

Meeting Host: Settings

With the Auto-Transcription enabled and running, you will see transcripts displayed as subtitles

a. To disable the subtitles, select the caret symbol (^) above Live Transcript and select Hide Subtitle

b. To adjust your subtitle settings, select the caret symbol (^) above Live Transcript and select Subtitle Settings

c. To view the full transcript, select the caret symbol (^) above Live Transcript and select View Full Transcript
To turn off Live Transcription, select “Disable Auto-Transcription”.
Important items to note:

Meeting Host: Settings

If using Zoom desktop client: Windows, macOS: Zoom version 5.0.2 or higher
If using Zoom mobile app: Android and iOS: Zoom version 5.0.2 or higher

How to update Zoom
Important items to note:

**Disclaimers:**

- Zoom Live Transcription is AI (machine)-generated. The accuracy of Zoom’s live transcription feature depends on many variables, such as but not limited to:
  
  - Background noise
  - Volume and clarity of the speaker’s voice
  - Speaker's proficiency with the English language
  - Lexicons and dialects specific to geography or community

Because of these limitations, if you are required to use speech-to-text support for any compliance needs in your meetings and webinars, we recommend using a [manual captioner](https://example.com) who may be able to guarantee a specific accuracy.

- At this time, Live Transcription is not available for Breakout Rooms
Important items to note:

To save a copy of the transcript without recording the session, you will need to enable the “Save Captions” setting (this will allow participants to save the transcript as well). To enable the “Save Captions” setting, as a meeting host before starting your meeting, goto https://villanova.zoom.us, Account Settings -> In Meeting (Advanced), enable “Save Captions”.

Select “Save Transcript” at the bottom of the transcript window.

Note: If you record your meeting to the Zoom Cloud, as has been the case, transcripts are automatically generated and available to viewers once the recording finishes processing.

If you are recording the meeting to your computer, subtitles will not be included. To generate a transcript of your meeting, please enable the "Save Captions" setting in your Zoom account and then select "Save Transcript" at the bottom of the transcript window.
More information can found at:

- Documentation - [https://www1.villanova.edu/villanova/unit/instructionaltech/blackboard/WebConferencing/Zoom.html](https://www1.villanova.edu/villanova/unit/instructionaltech/blackboard/WebConferencing/Zoom.html)
  - [Faculty/Students/Staff: Enabling Live Transcription](#)
  - [Faculty/Students/Staff: Viewing Live Transcription](#)

- Communication
  - Campus Currents
  - Learning Support Services
  - VITAL
  - Online Programs using Zoom
  - Pending: Bb Announcement, University Staff Council, Provost

- Training – Will be covered in upcoming Zoom trainings