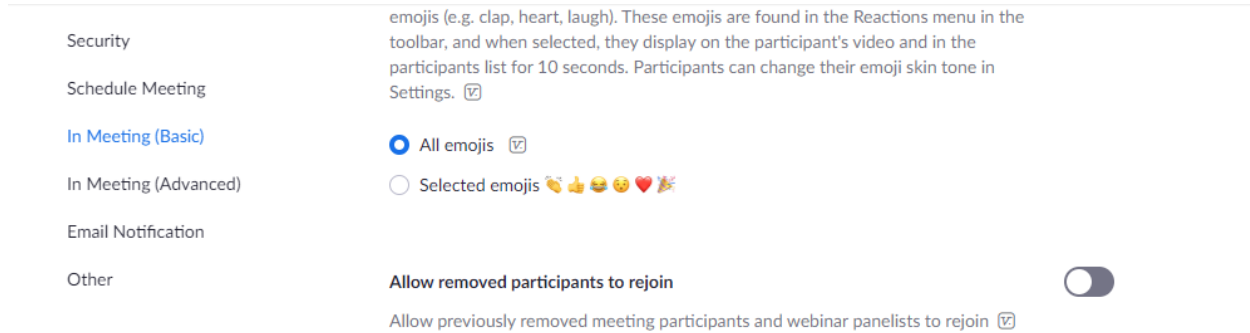


## ZOOM DISRUPTION SUGGESTIONS FOR MEETINGS\*

In your meeting settings, it is suggested that “allow removed participants to rejoin” remains unchecked. That way people that are removed from the meeting will not be able to rejoin it for 24 hours.

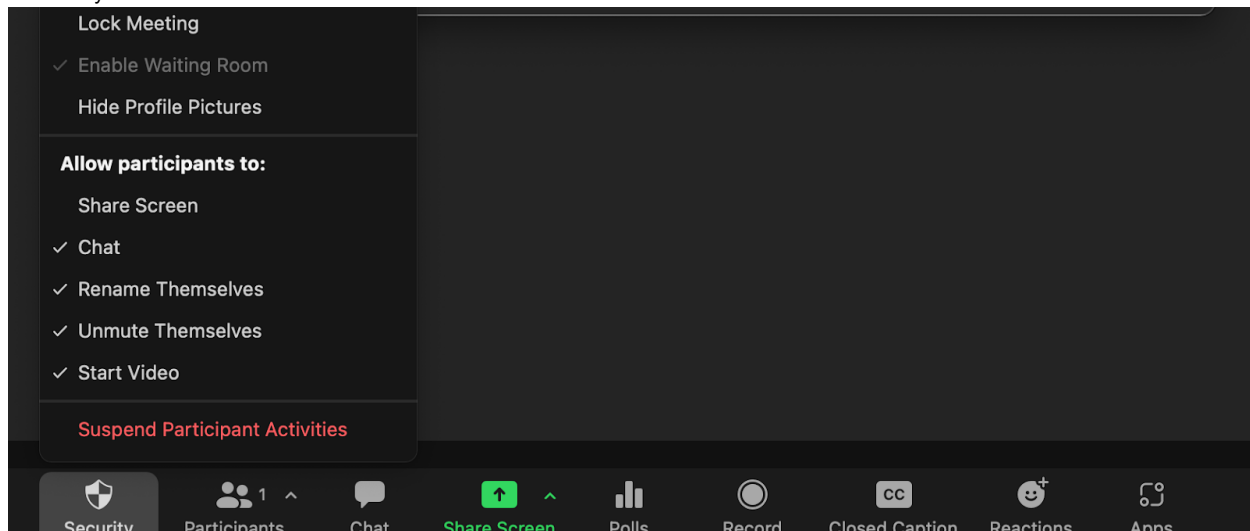


**Consider locking the meeting 10 to 15 minutes after the start.**

### **When a disturbance occurs:**

**Tell everyone** that you will pause the meeting to handle a disturbance.  
(This reduces panic among participants so that the host(s) can handle the situation.)

**Click "Security"** (in zoom menu on your screen)  
In Security menu



### **Click "Suspend Participant Activities"**

**Locate Offender(s)** in the Participants list or by their image thumbnail(s) and move them to the Waiting Room. (To use this choice it's helpful to enable Waiting Room in the Zoom settings **in advance** of the meeting.)

**If a Waiting Room is not already set up, you can either enable the Waiting Room quickly or kick the Offender(s) out of the meeting.** Use the three dots next to their name to put them in the Waiting Room or remove them from the meeting, or stop their video and/or mute them.

**Just be aware** that if a non-Offender is accidentally removed they will not be able to return to the meeting because it is locked so be sure you have the right person. The Waiting Room is an advantage for re-admitting people who were not the Offender(s).

**Tell any Offenders who are in the Waiting Room** that no more Offenders (bombers) are getting in--- and they should go elsewhere.

**If you are having trouble identifying who is making an audio disturbance (especially in a large meeting) look for the yellow box** which identifies who is speaking. It may be helpful to change to speaker view if you are in gallery view.

**Narrate what you are doing** while removing the Offender. This will let your participants know that you have the situation under control.

**After the disturbance has been handled**, depending on which handling methods were used, you may go back to each Participant separately (using three dots next to their name or image), or ALL (in the Security area) and re-set permissions (e.g. Chat, Start Video). Suggest leaving the room locked for ten (10) additional minutes after the disturbance has been handled.

06/22/2023

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*\* Every meeting group is autonomous, therefore, this document contains only suggestions. To set or change a group's Zoom preferences, whenever possible, such as at a business meeting, hold a group conscience, including hearing minority opinion.*