HOW TO PREVENT ZOOM BOMBERS

- 1. START YOUR MEETING
- 2. ASSIGN LOTS OF CO-HOSTS
- 3. Go to the SECURITY MENU at bottom of the screen.
 - CHECK: CHAT START VIDEO ENABLE WAITING ROOM See Zoomie Handbook p.19 on using Waiting Room https://www.sacvalleyoa.org/documents.html

UNCHECK

SHARE SCREEN RENAME THEMSELVES UNMUTE THEMSELVES

- 4. Go to the bottom of the Participants List
- 5. Click on the THREE DOTS on the right
- 6. Choose MUTE PARTICIPANTS UPON ENTRY
- 7. Click on ENABLE WAITING ROOM
- 8. For ADVANCED SECURITY SETTINGS (See Page 2)

HOW TO REMOVE ZOOM BOMBERS

- 1. Click on PARTICIPANTS on the bottom toolbar.
- 2. Participants list will appear on the right of your screen.
- 3. Find the bomber's name in the Participant's List
- 4. Hover over the bomber's name.
- 5. Click MORE to the right of the Participant's name.
- 6. Select REMOVE.



Enable Waiting Room
Hide Profile Pictures

Allow participants to:

Share Screen

- Chat
 - Rename Themselves
 - Unmute Themselves
- Start Video



Mute
Stop Video
Chat
Rename
Pin
Make Host
Make Co-Host
Allow to Multi-pin
Remove
Report
Put in Waiting Room

ADVANCED SECURITY SETTINGS

Close CHAT During the Meeting

Block Video and Profile Pictures

Go down to the SECURITY MENU and UNCHECK START

VIDEO. CHECK HIDE PROFILE PICTURE. UNCHECK CHAT if

you don't want to let any PARTIPANTS CHAT with you. But you

This prevents the Zoom bombers from typing in offensive language. If you want your participants to be able to communicate with you, check **HOST ONLY**. If you don't want to have to read what the Zoom bombers wrote, check **NO ONE**. You will still be able to CHAT with everyone at the meeting.



Lock Meeting

- Enable Waiting Room
- ✓ Hide Profile Pictures

Allow participants to:

Share Screen

Chat

- **Rename Themselves**
- Unmute Themselves
- Start Video



can still CHAT with them

Suspend Participant Activities

The option to Suspend Participant Activities is located at the bottom of the Security panel on the Host's screen. This option allows the Host to immediately mute all video and audio and stop screen sharing.

It also enables the waiting room, locks the meeting, hides profile pictures and disables the chat. To restart the meeting, unmute your audio and start your video. Any other tools you were using such as CHAT and screen sharing, will also need to be turned back on.

> For instructions, see Zoomie Handbook p.22 https://www.sacvalleyoa.org/documents.html

> > February 28, 2021 https://www.sacvalleyoa.org/documents.html

This document has been locally produced by the Sacramento Valley Intergroup of Overeaters Anonymous. The content reflects the experience, strength and hope of our Sacramento area members. It is not OA Conference- or board-approved and does not represent OA as a whole.