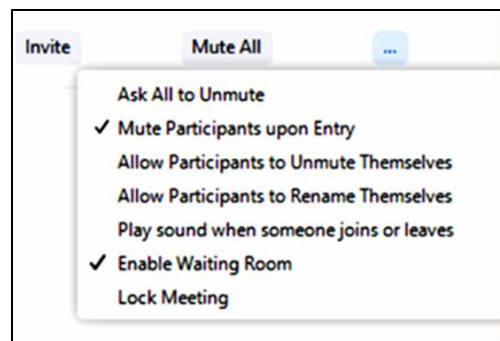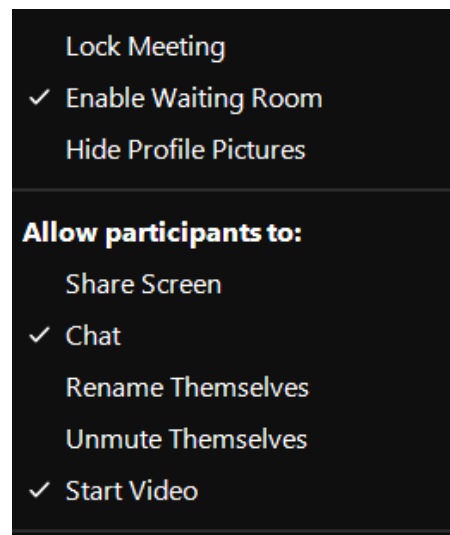# HOW TO PREVENT ZOOM BOMBERS

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
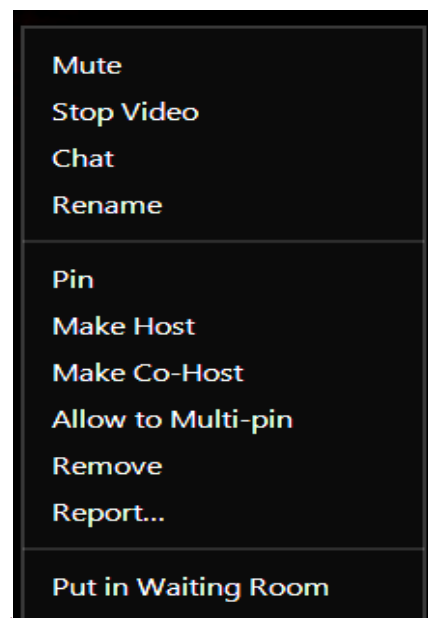
    UNCHECK
                SHARE SCREEN
                RENAME THEMSELVES
                UNMUTE THEMSELVES

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)

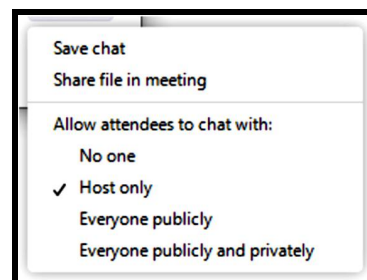# HOW TO REMOVE ZOOM BOMBERS

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.
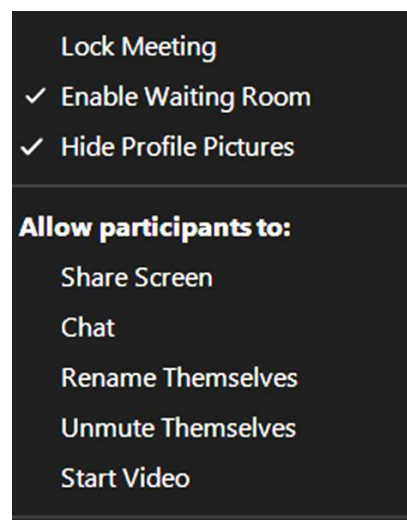
ADVANCED SECURITY SETTINGS

Close CHAT During the Meeting

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.

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 can still CHAT with them
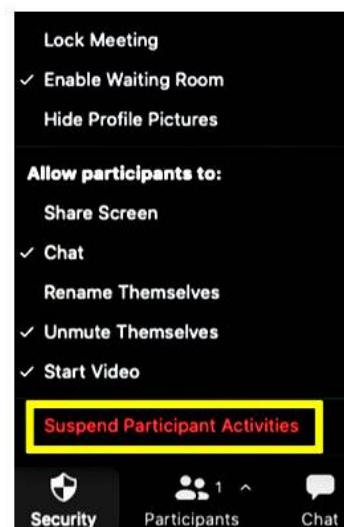

Suspend Participant Activities

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