

Zoom Bomber Protocol

If your meeting has unexpected and disruptive visitors, here is how to manage that as a host (or co-host) and regain control of your meeting. You will want to do these relatively quickly once you discover there is a problem. You might want to appoint a co-host for your meeting that also has this set of instructions, so you can work as a team even faster. Below are step by step instructions, including screen shots, for various ways of connecting to zoom - phone, iPad, and desktop.

This process requires the following settings under the account on which the zoom meeting was created.

Zoom Settings Needed (for zoom meeting creator accounts)

- Log in to Zoom
- Click "My Account" (top right)
- Click "Settings" (left hand menu)
- Make sure the following options are turned ON:
 - Mute participants upon entry
 - Co-host
 - Allow host to put attendee on hold
 - Always show meeting control toolbar
- Turn OFF settings for:
 - Annotation
 - Whiteboard
 - Remote Control
 - Allow removed participants to rejoin
- Enable Screen sharing, but only allow Host to share. If you need someone else to share their screen, you will need to make them a co-host during the meeting.

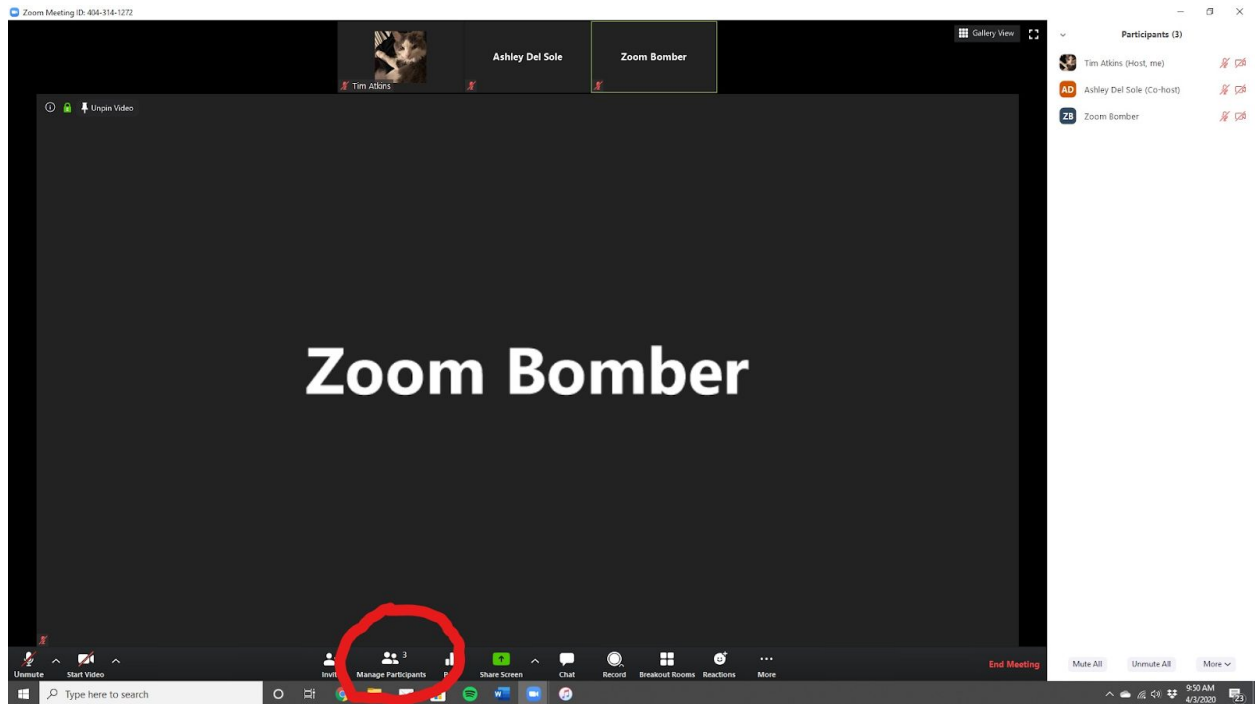
Please note that the following instructions only work if you are a host or a co-host of the meeting. If you are the host, we recommend having a co-host that you know and trust who can help you with blocking Zoombombers.

Thank you to Tim Atkins, Ashley Del Sole, and Clare Jacocks from the Cedar Lane UU Church Staff team for putting this guide together.

If Hosting on Windows Desktop:

Step 1: Lock the meeting

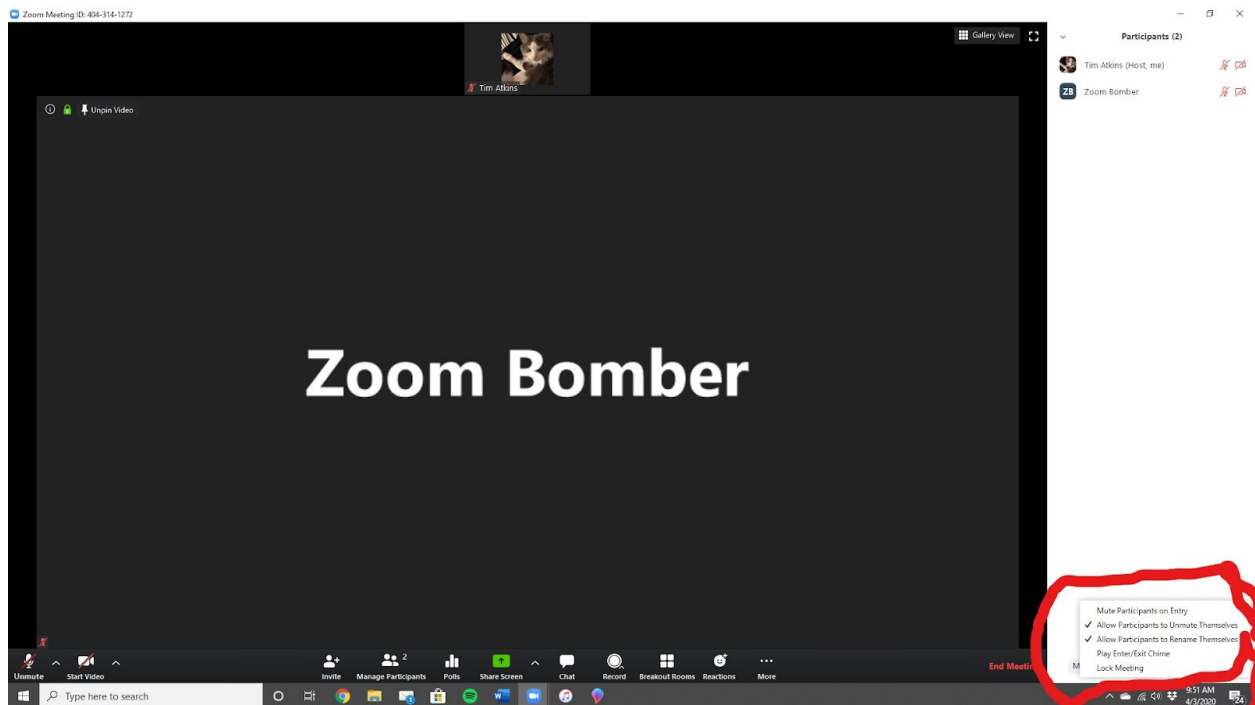
-Click Manage Participants on the bottom menu



-Click "More"



-Click “Lock meeting.”



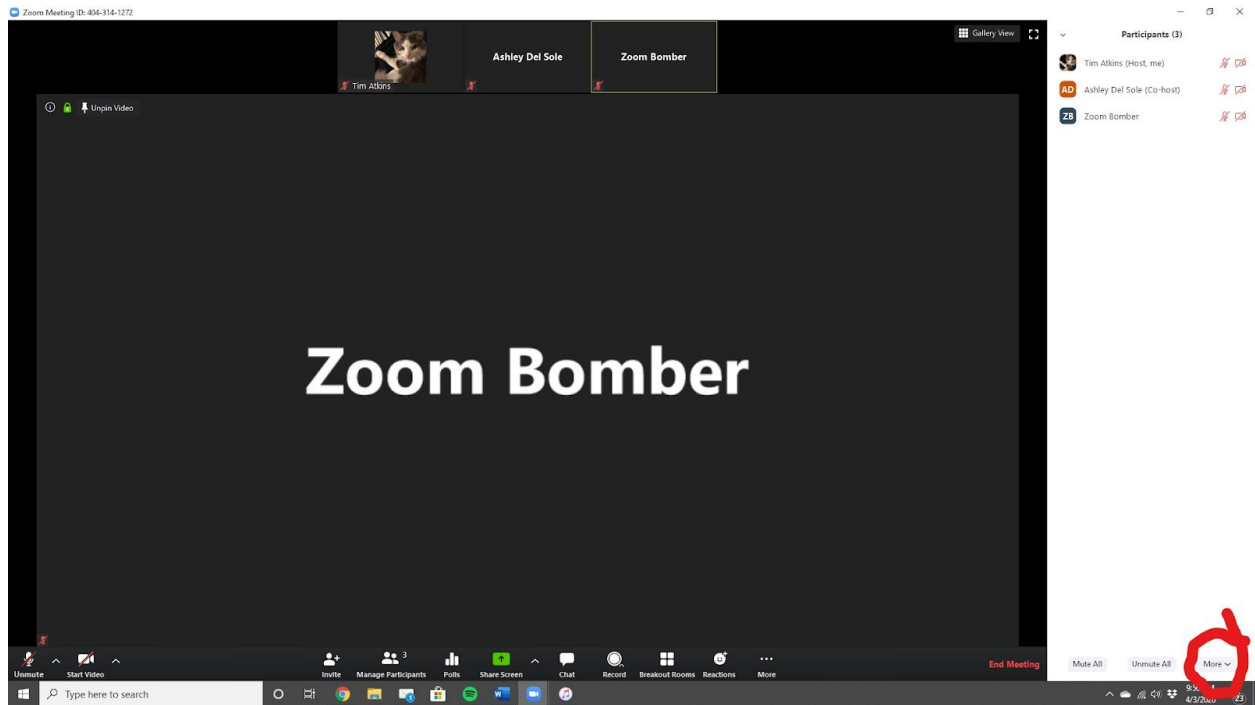
Step 2: Mute all and do not allow to unmute

-Click Manage Participants Menu

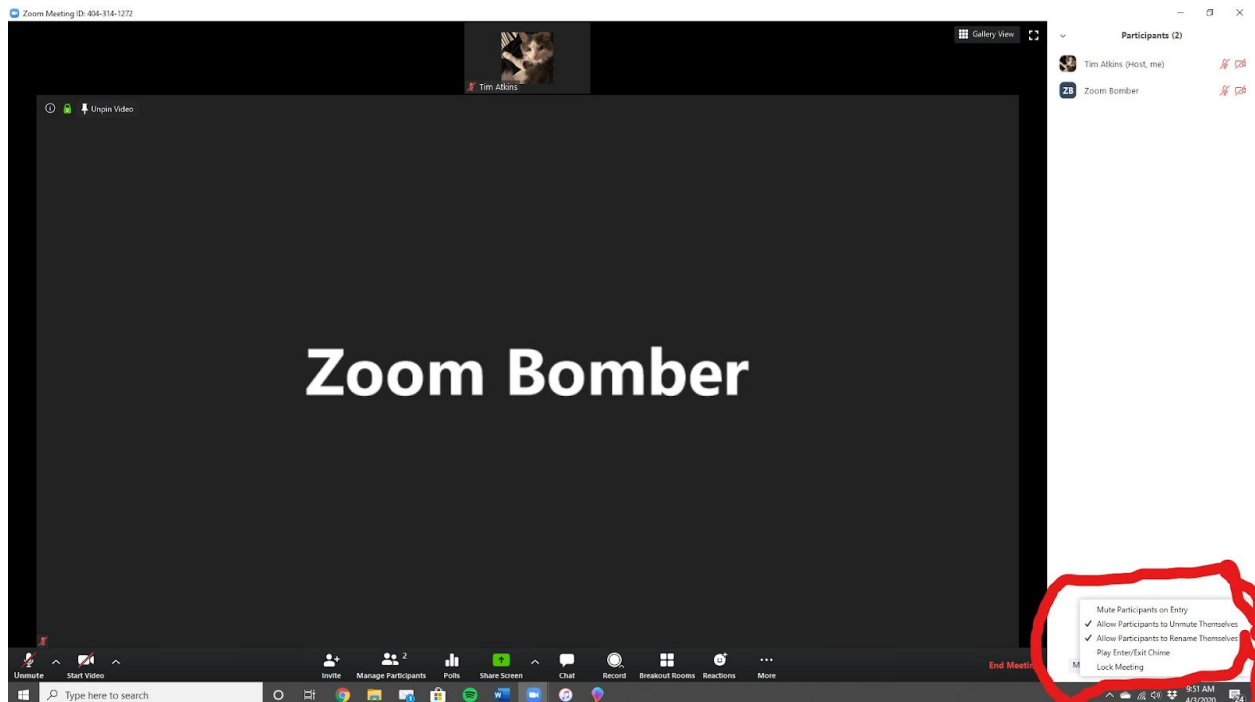
-Click “Mute All” on bottom



-Click “More”

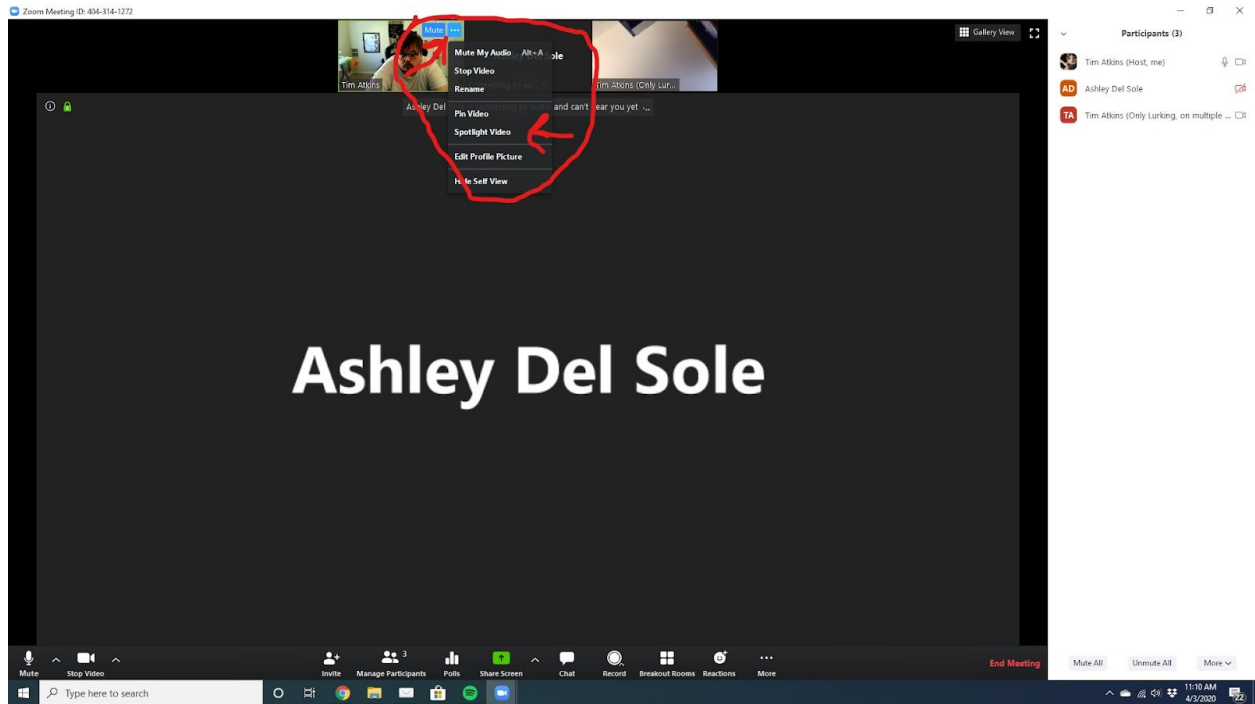


-Make sure “Allow Participants to Unmute Themselves” box is unchecked



Step 3: Spotlight your own video

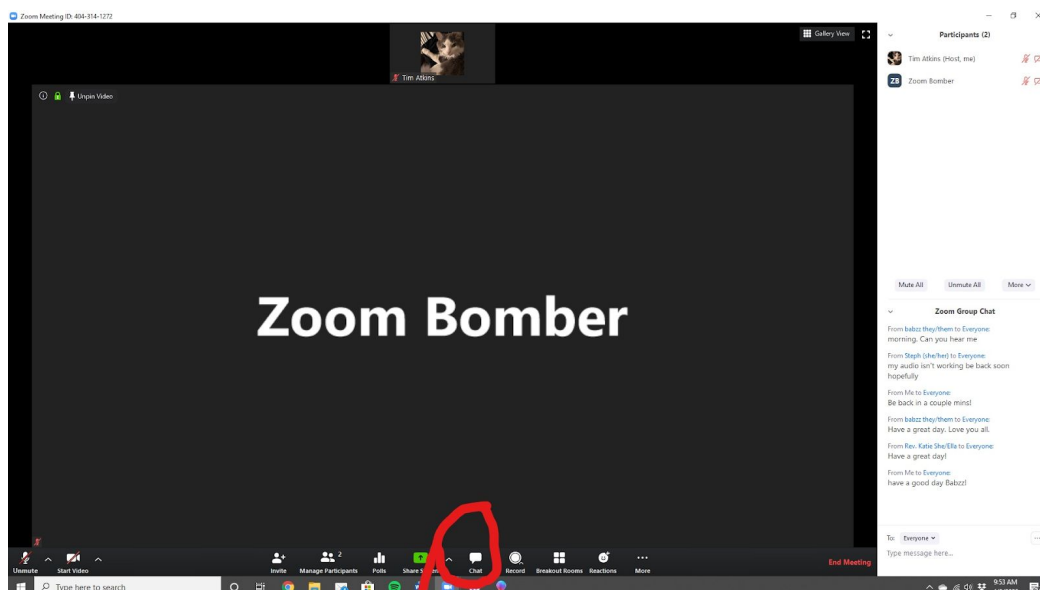
-Put your mouse over YOUR video on the top bar. You should see two blue boxes in the top corner of your small video. Click the three dots to open the bigger menu.



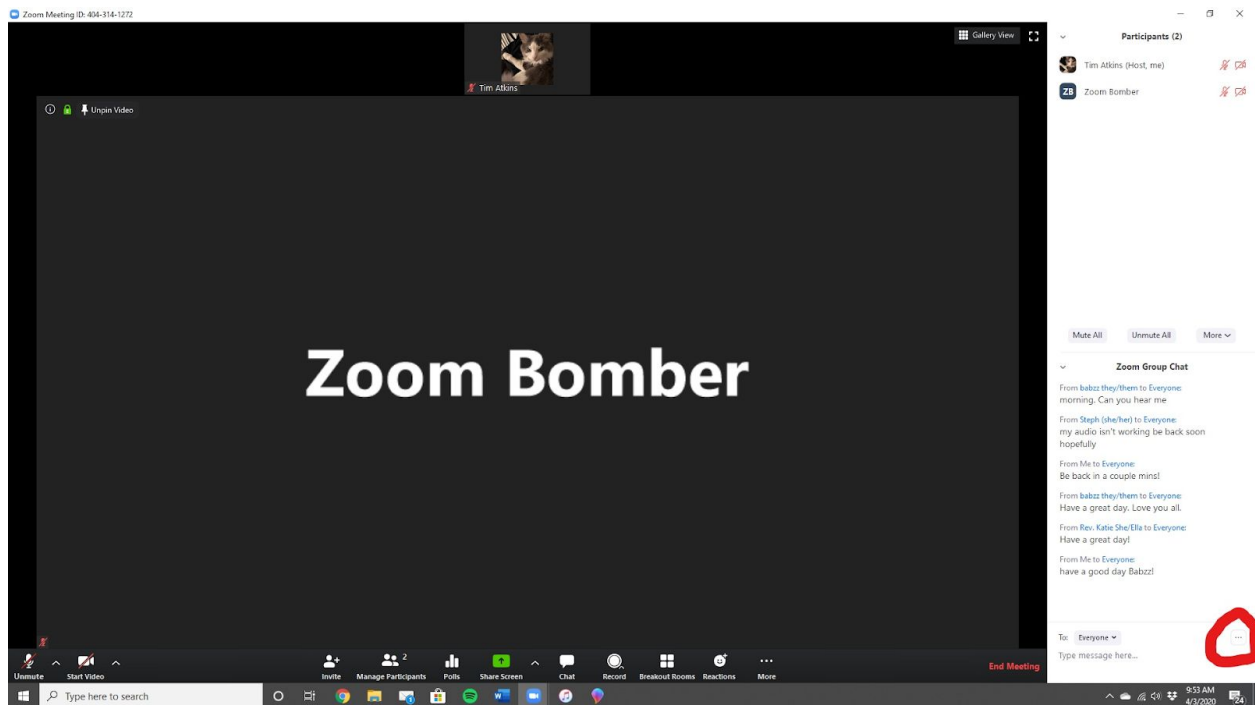
-Choose the option "Spotlight Video." This will make everyone see your video only.

Step 4: Turn Off Chat

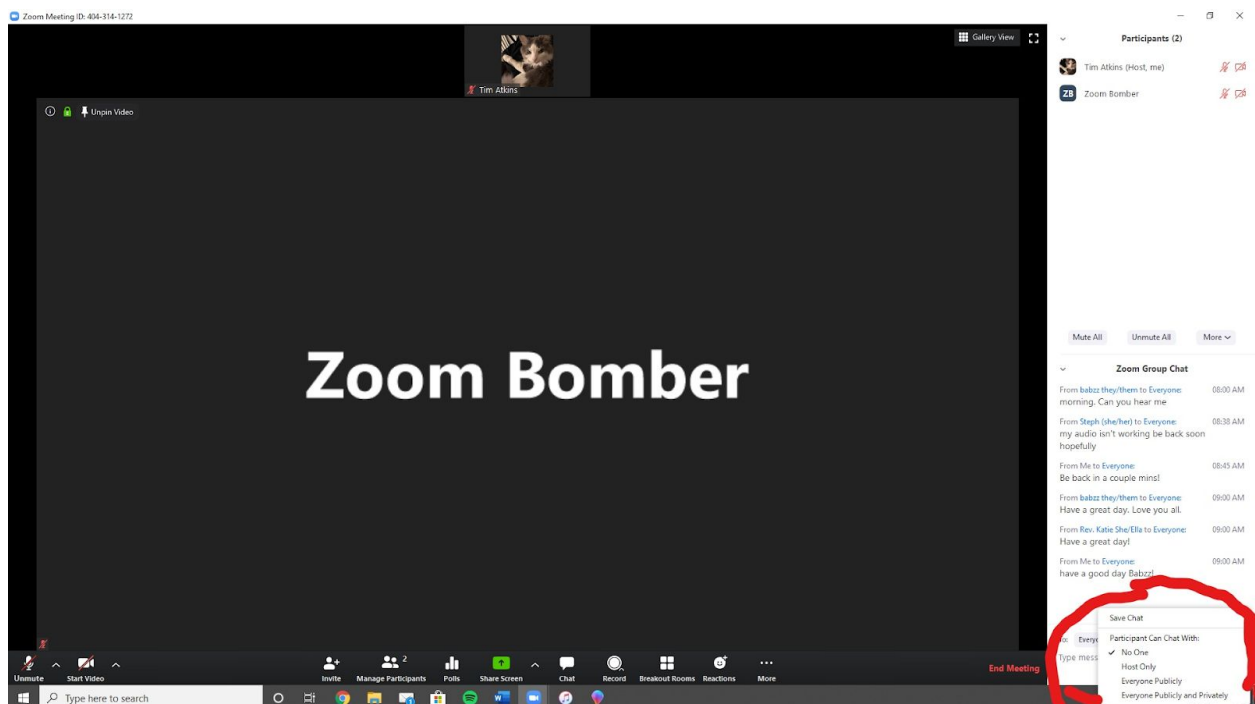
-Click Chat from bottom menu



-Click the Three Dots on the bottom right of the chat screen



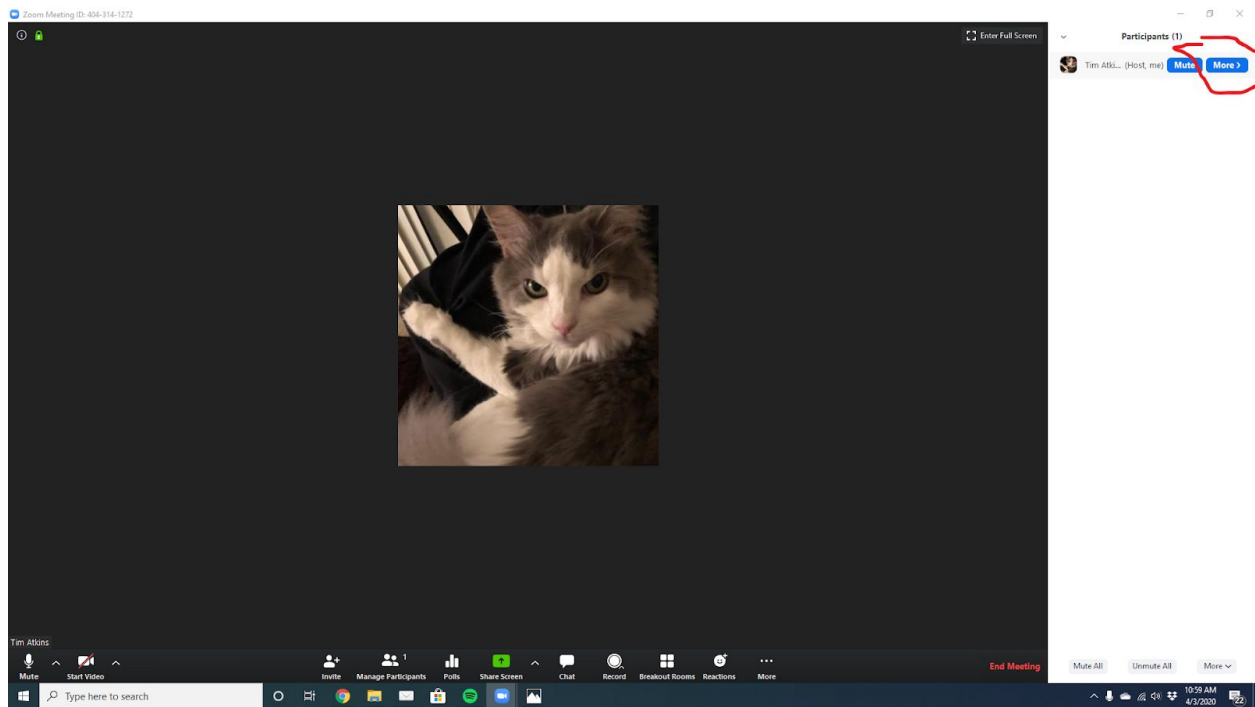
-On the menu that pops up, click "No one."



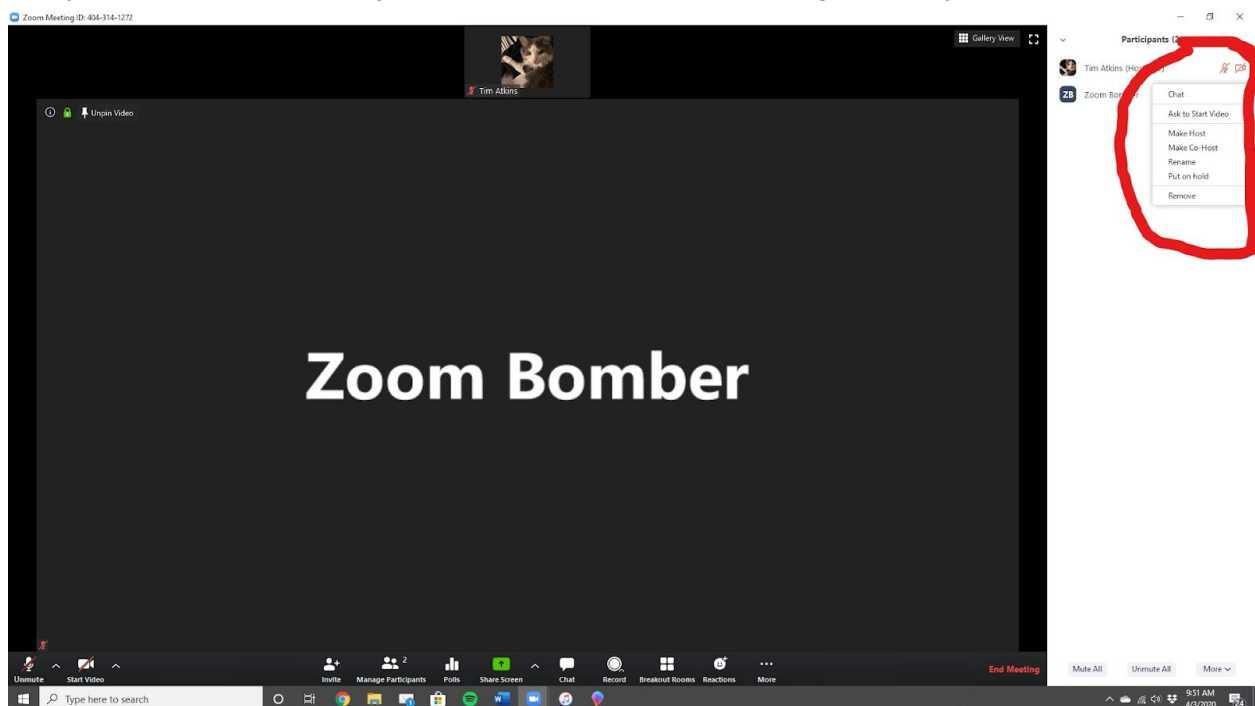
Step 5: Put people on hold or kick ban them from the room

-Click Manage Participants

-Put your mouse over the person's name you want to remove. Click "More"

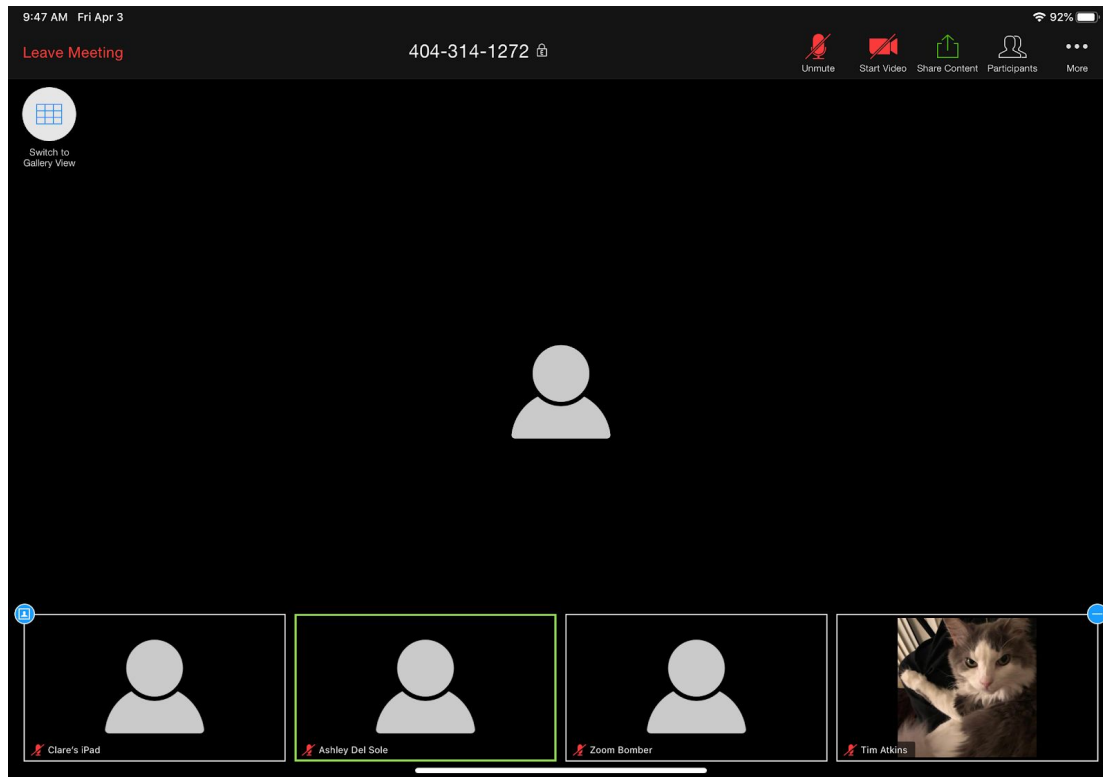


-Click "Put on hold" if you aren't sure about them. (This sends them to a time out waiting room until you let them back in) or just remove them from the meeting if already disruptive)

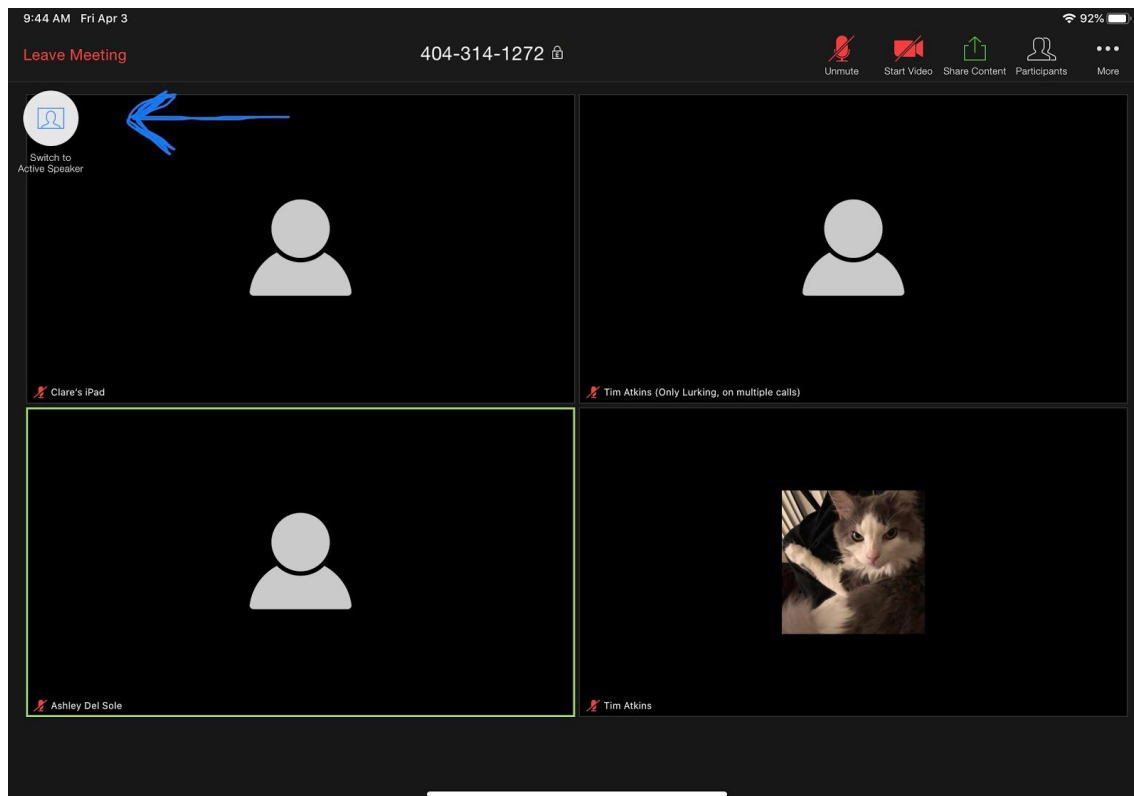


If Hosting on an iPad:

Shown below are the controls available and their location on an iPad.



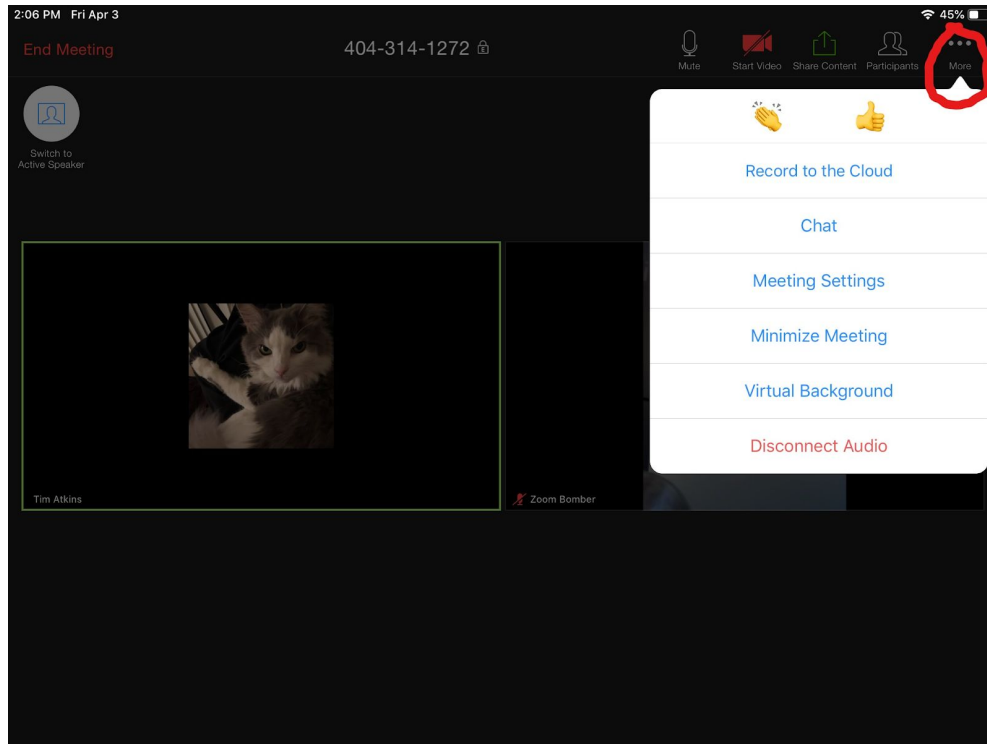
To switch to Gallery View (see all participants together):



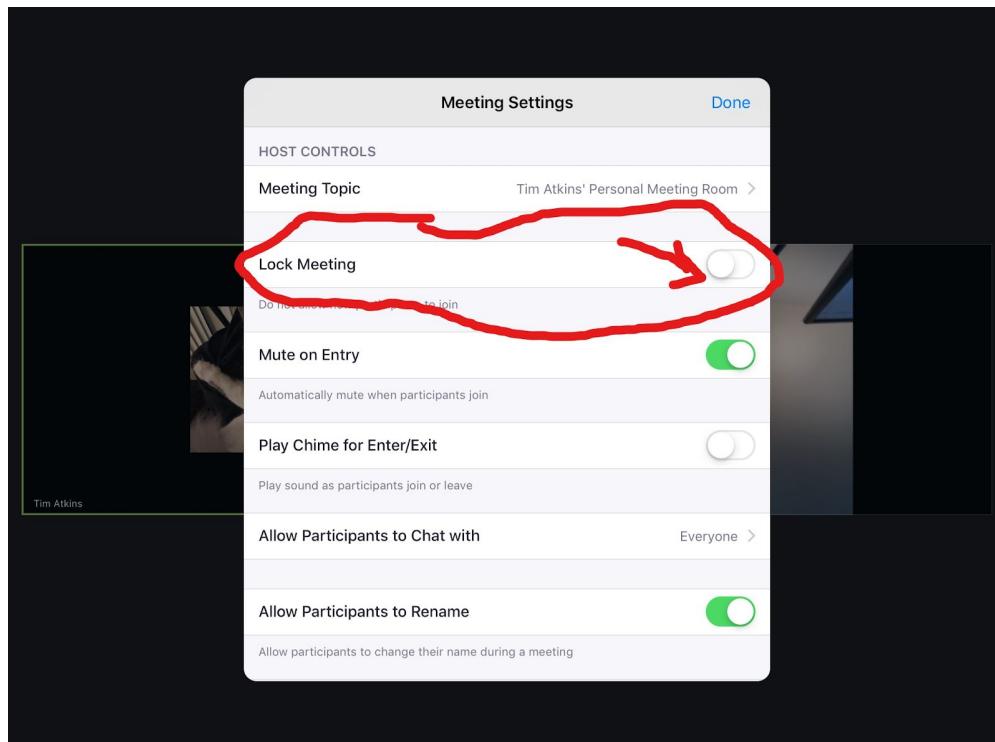
In the Event of a disrupter, use these steps on an iPad:

Step 1: Lock the meeting

-Click “More” on top right of screen and click “Meeting Settings.”

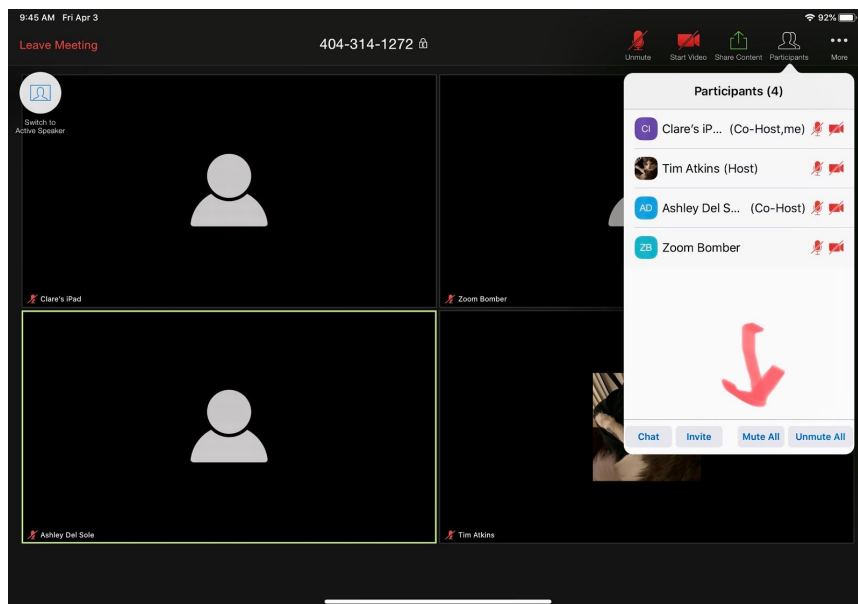


-Click switch the tab for “Lock Meeting” so it’s green.



Step 2: Mute all and do not allow to unmute

-To Mute All: click on Participants (top, right) then click Mute All

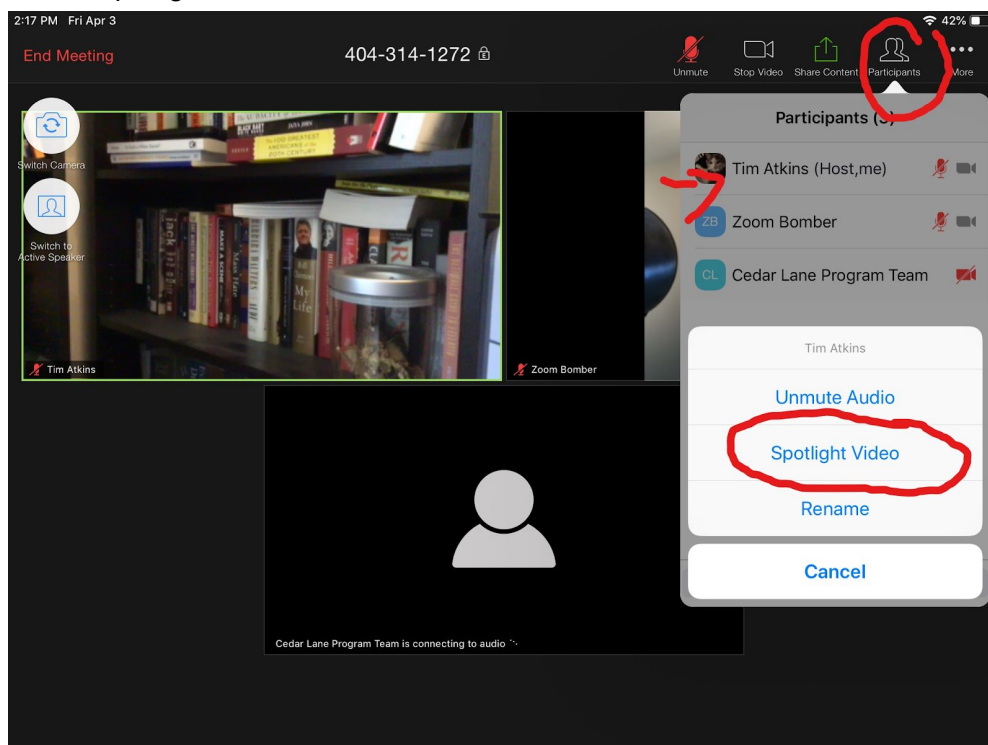


Step 3: Spotlight your own video

-Click participants

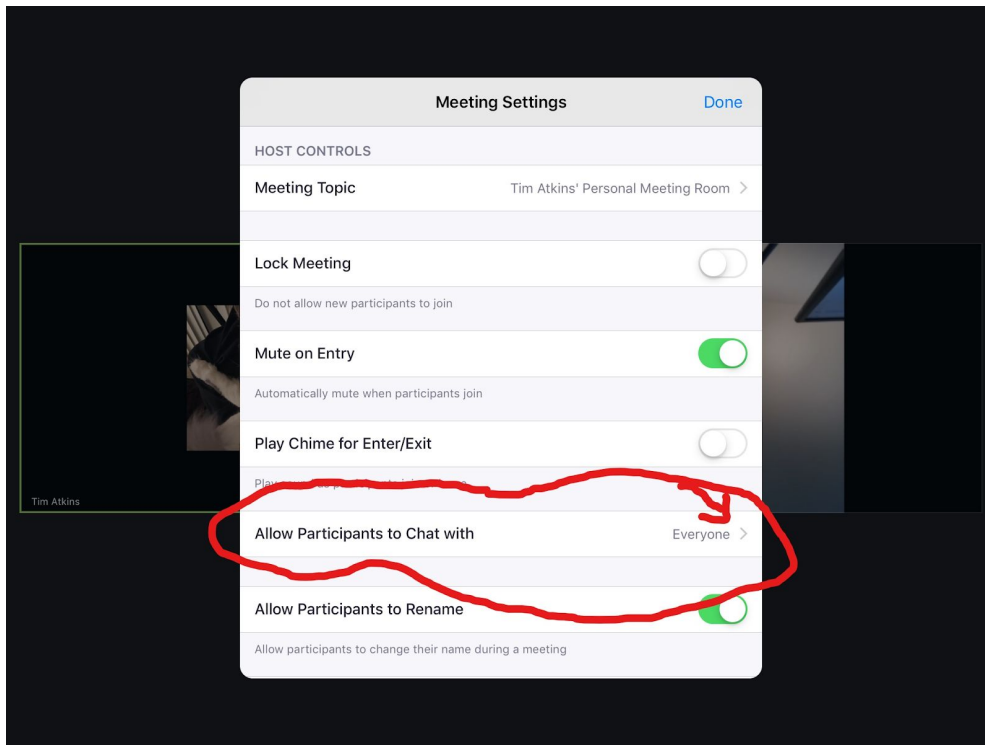
-Click the name of the person whose video you want to spotlight (should be your own)

-Click "Spotlight Video."

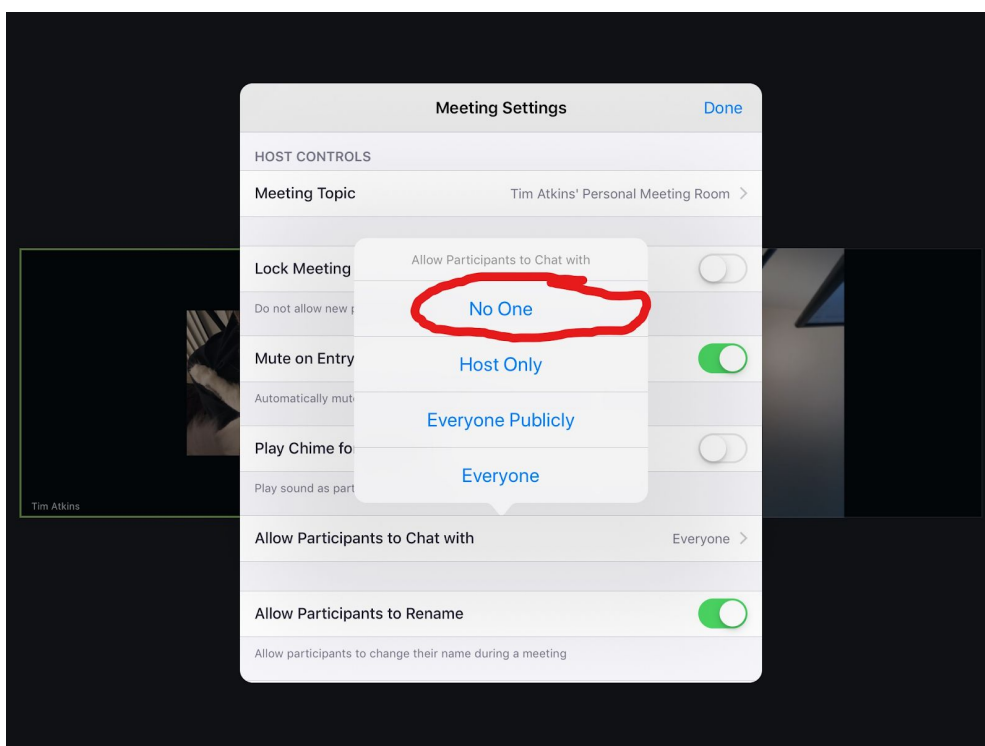


Step 4: Turn Off Chat

- Click “More” on top right of screen and click “Meeting Settings.”
- Click Allow Participants to Chat with... and click “Everyone” next to it



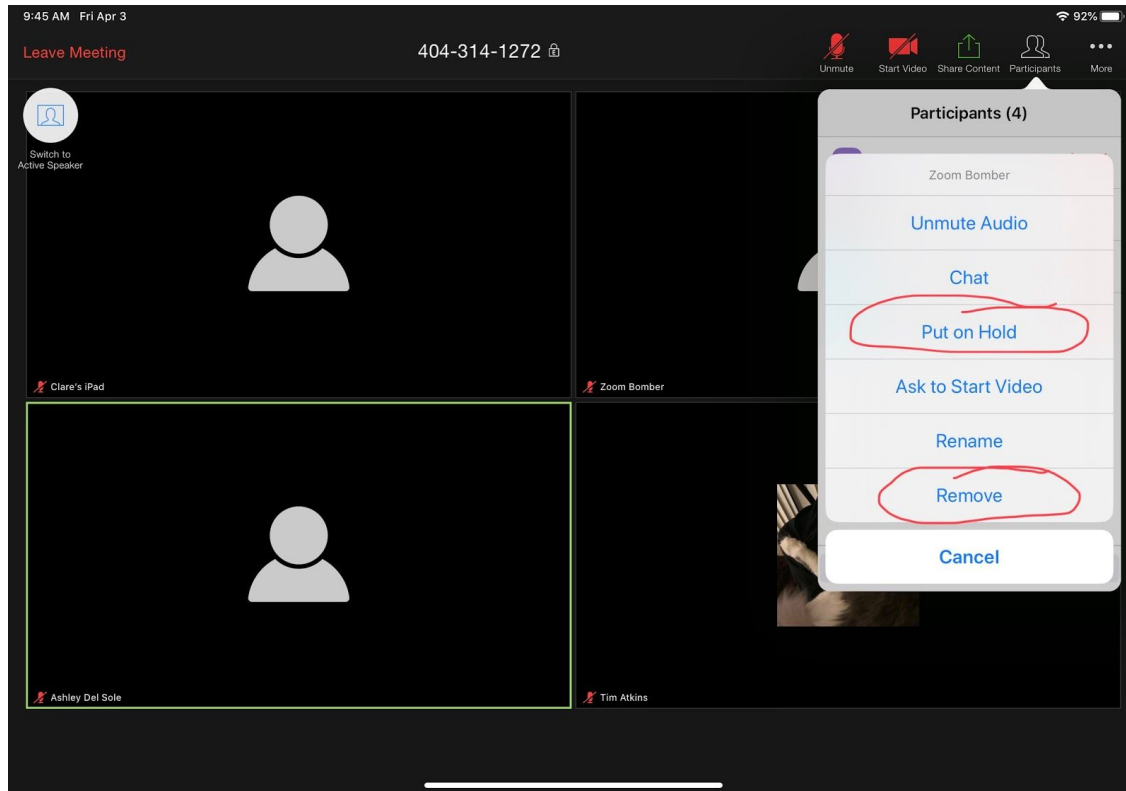
Then click “No one.”



Step 5: Put people on hold or kick ban them from the room

-Click on Participants

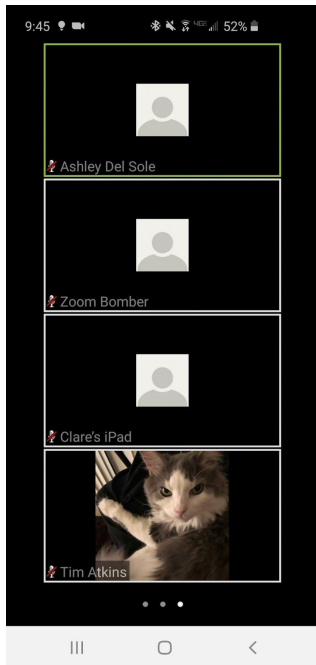
-Click on the name of the Zoom Bomber and these are the choices:



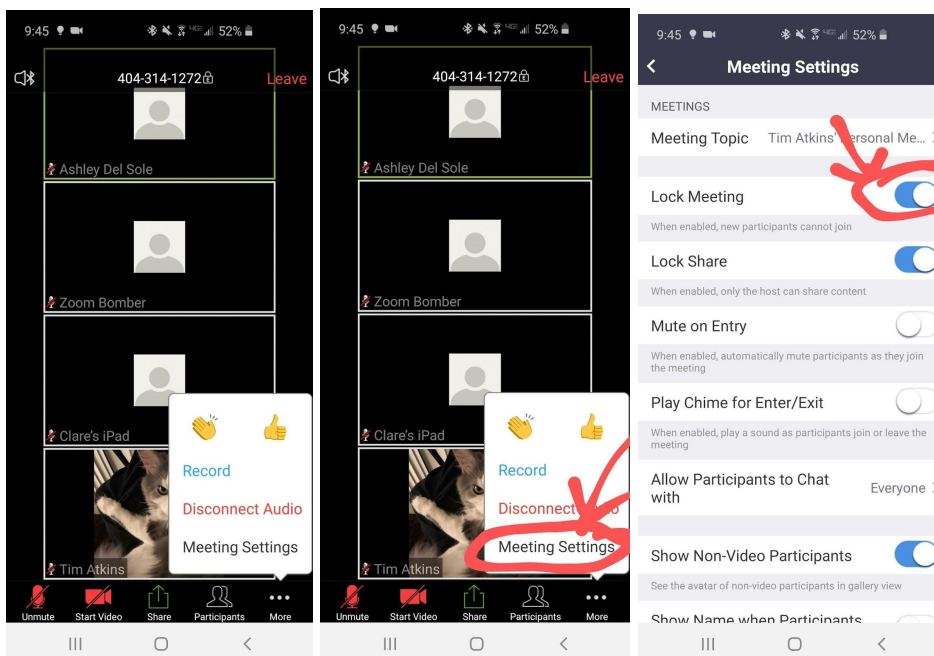
-Choose “put on hold” to put them in a time out if you are unsure about them. Choose “remove” to ban them from the meeting.

If Hosting a Meeting on a Phone

Step 1: Lock the Meeting (You should do this 15 minutes into any meeting, or sooner if there's a Zoom Bomber)

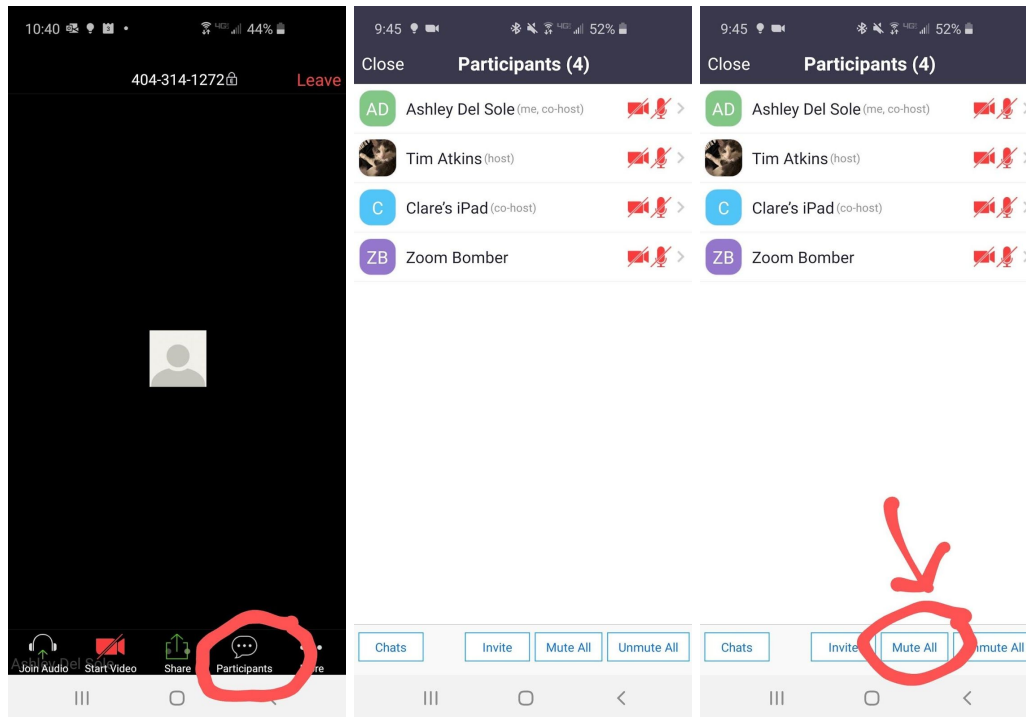


- Touch your screen to pull up the Menu at the bottom.
- Click "More" and then select "Meeting Settings".
- From the Meeting Settings screen, push the toggle button next to "Lock Meeting" to the "On" position.

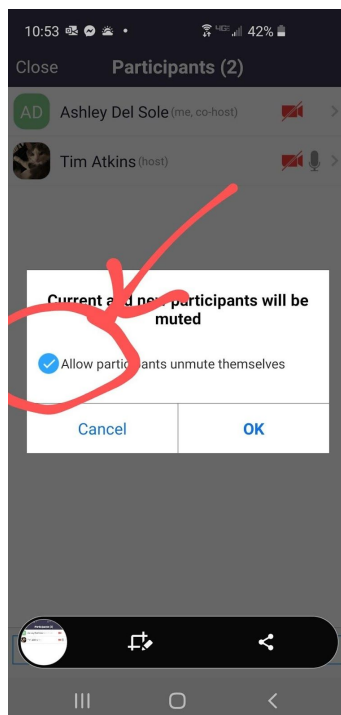


Step 2: Mute All and Do Not Allow to Un-Mute

- Touch screen to pull up Menu.
- Click “Participants” at the bottom of the screen.
- At the bottom of the Participants screen click “Mute All”.

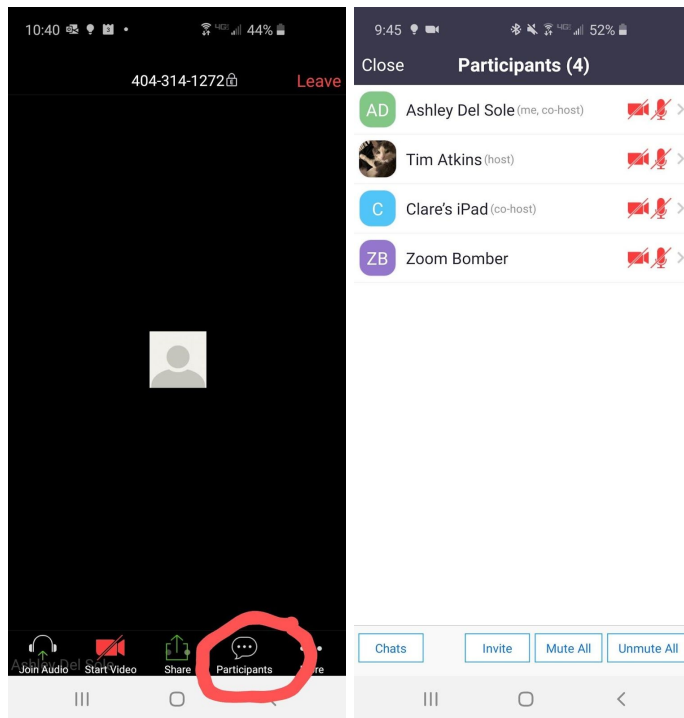


- Uncheck the “Allow Participants to Unmute” box and click “OK”

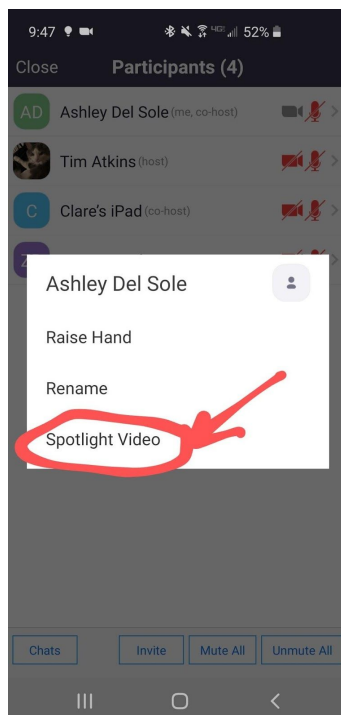


Step 3: Spotlight Your Video

- Touch your screen to pull up the Menu and click “Participants”

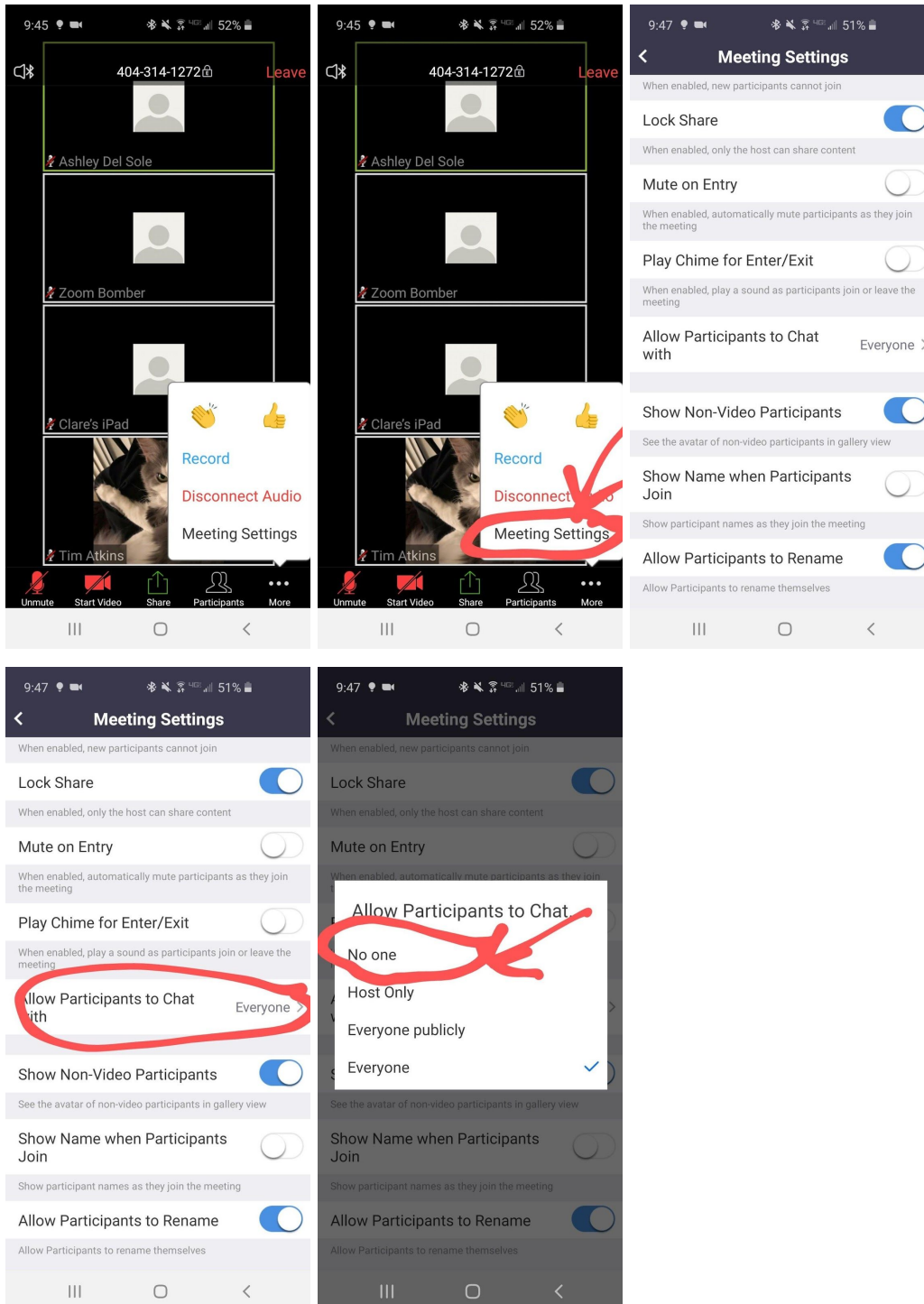


- Click the Right Arrow next to your name the click “Spotlight Video”



Step 4: Turn off Chat Function

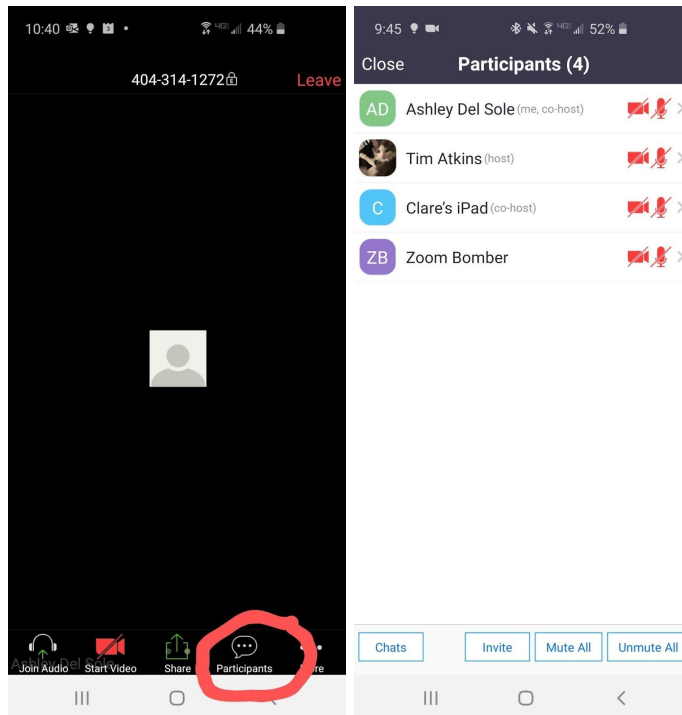
- Touch your screen to pull up the Menu at the bottom
- Click "More" then click "Meeting Settings"
- Click where it says "Allow Participants to Chat With" and select "No One".



Step 5: Put Zoom Bomber on Hold or Remove them

Putting a person on hold gives you the option to add them back if you choose, Removing them does not. Either way, they can't get back into your meeting without you allowing it.

-Touch your screen to pull up the Menu. Touch the "Participants" button.



-Click Right Arrow next to Zoom Bomber and make your selection

