

*Training for Host or Co-host – “Zoom bombing” responses:*

- (1) under the Security shield icon: Lock meeting (locks the door; no more entrants)
  - for mobile devices this action is beneath the ellipsis “More...” > Meeting settings.
- (2) under the Participants icon: **Mute all** (then **Untick** the “Allow participants to unmute themselves” option – for computers this is in the Participants pane > “More” section
  - for mobile devices a confirmation pop-up will appear, after you **Untick**.
- (3) **Close Chat**: under the Security shield icon
  - in Meeting settings, for mobile devices
- (4) Then **Remove** the bomber. There are three ways to do this:
  - Under the Security shield icon, click **Remove** and a remove button will appear beside everyone in the Participants list. Go through the list and click the people you want to remove.  
NOTE: an **Are you sure** pop-up will appear and you have to confirm: **Yes**.

In the Participants list, right-click the **More** option beside each participant’s name and you will see **Remove**. Again, the **Are you sure** pop-up will appear and you have to confirm: **Yes**.

- In **Gallery view**, go to the person’s video display, click on the three dots, top right-hand corner of screen, and **Remove**. This is a good way to ensure you definitely have the right person (two people may have the same name).

***An alternative, quicker way to immediately stop inappropriate behaviour:***

Under **Participants**, one at a time: “**Put in waiting room**” and then **Remove** offenders from the waiting room (or, bring them back if you made a mistake).

**Note:** If a Zoom bomber has put inappropriate comments in the Chat area, you will not be able to delete the comments but you can add some text, like a reading copied/pasted, or the Serenity Prayer, and this will push the offending comment out of view 😊