Managing a Disruptive or Unwelcome Zoom Participant

As a session host (or co-host), you can use these Zoom options to manage a participant who disrupts a meeting or class after it has started.

Your Zoom host controls

When connected to Zoom as the session host, you will find these controls at the bottom of your zoom screen.

TRY FIRST

Remove the Participant

1. **Click Security**
   In the Zoom controls at the bottom of the Zoom window, click Security *to open the Security options.*

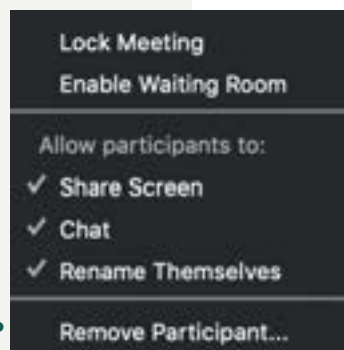2. **Click Remove Participant**
   In the Security ptions window, click Remove Participant.

3. **Click Remove next to the name of the participant to remove**
   From the list that appears, click Remove *next to the name of the participant you want to remove.*

4. **Click OK**
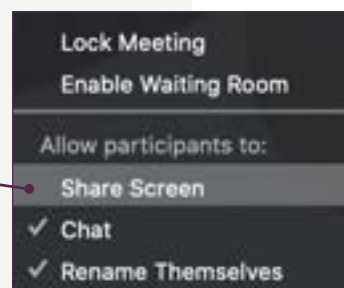   *To remove the participant from the session, click OK to confirm.*

Restrict Content Sharing

1. **Click Security**
   In the Zoom controls at the bottom of the Zoom window, click Security *to open the Security options.*

2. **Click Share Screen** *(to deselect the option)*
   Click the Share Screen *option to deselect screen sharing (i.e., you do NOT want a check next to* Share Screen*).*
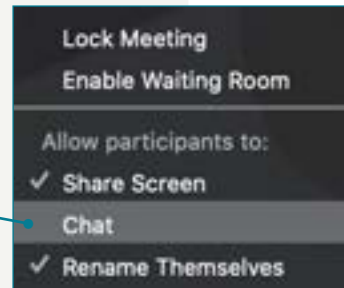
Restrict Chat

1. **Click Security**
   In the Zoom controls at the bottom of the Zoom window, click Security *to open the Security options.*

2. **Click Chat** *(to deselect the option)*
   Click the Chat *option to deselect chat (i.e., you do NOT want a check next to* Chat*).*
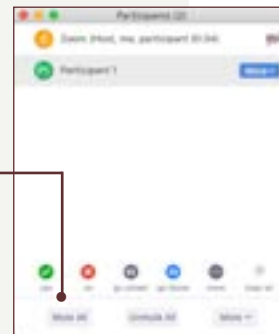
Mute All Participants

1. **Click Manage Participants**
   In the Zoom controls at the bottom of the Zoom window, click Manage Participants *to open the Participants window.*

2. **Click Mute All**
   In the Participants window, click the Mute All *button.*

Share Over Participant

The host can share over any other participant. If you encounter someone sharing inappropriate content, you can share your over their content.

1. **Click Share**
   In the Zoom controls at the bottom of the Zoom window, click Share *to open the Share window.*

2. **Select the window you want to share**
   In the Share window, select among the applications you have open to share.

3. **Click Share**