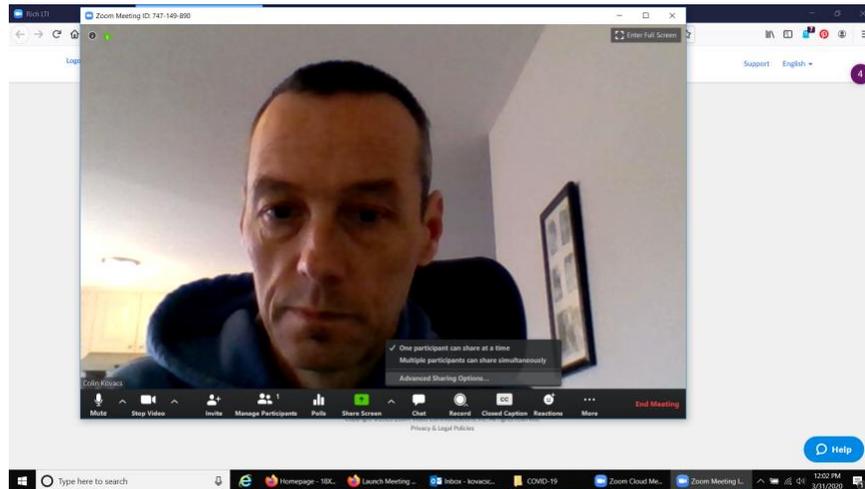


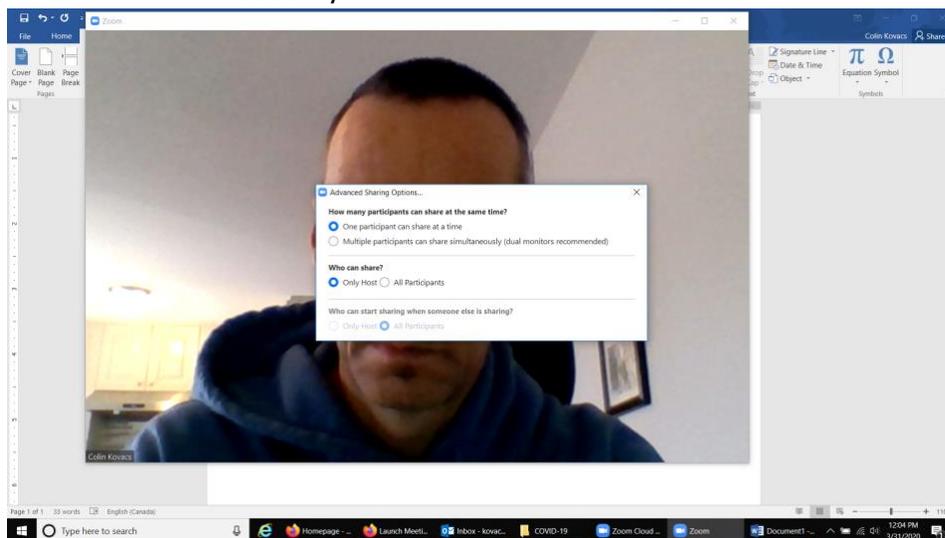
## How best to avoid “Zoombombing”:

Set your screen sharing option to ‘Host Only’

1. When in your Zoom meeting, click on the arrow beside your Share Screen button → Advanced Sharing Options...

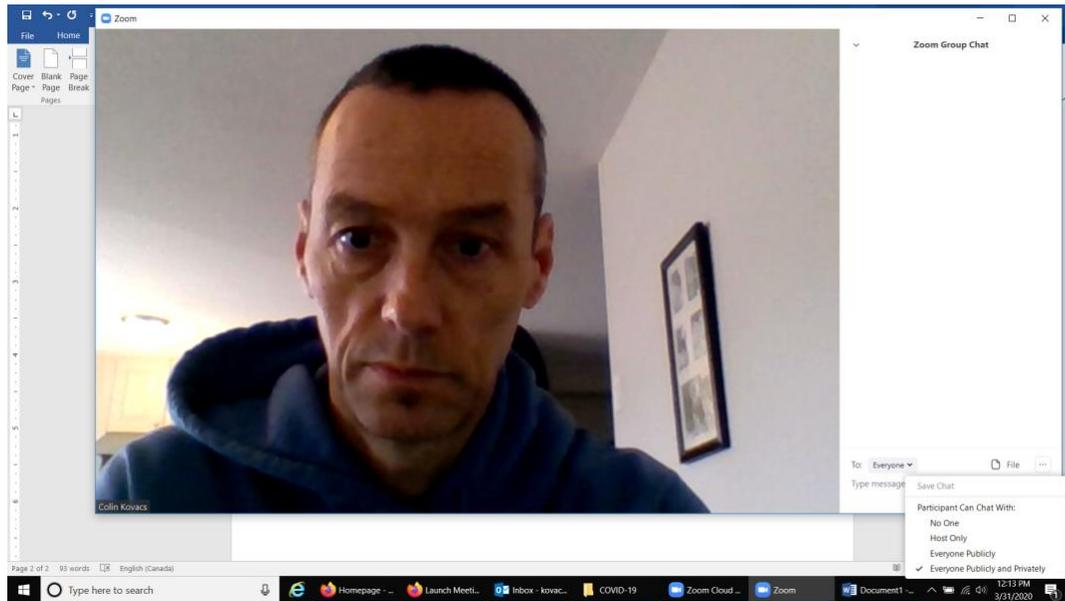


2. In the window that open up make the following selections:  
How many participants can share at one time?
  - One participant can share at a timeWho can share?
  - Host only



## How to turn off / restrict the Chat feature in a Zoom meeting:

1. Click on the Chat button on your control bar → click on the three dots button at the bottom of the chat window → now you can block all chat or restrict who can use this chat feature

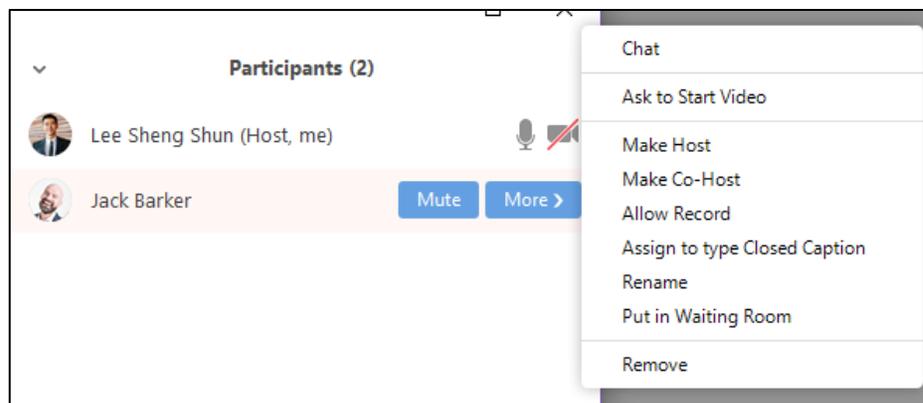


## How do I remove a participant from a Zoom meeting?

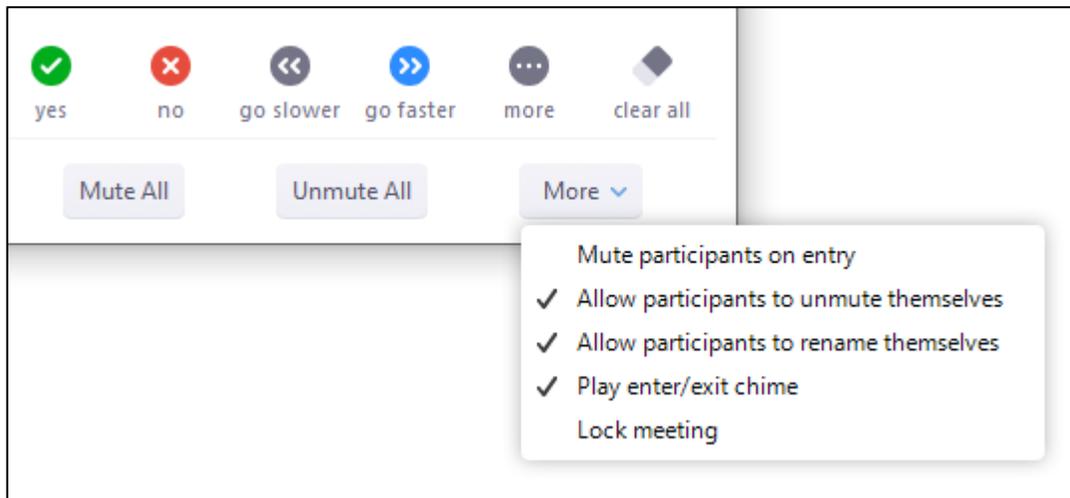
1. Click **Manage Participants** in the host controls to display the participants list:



2. Hover over a participant and click **More** for these options:



3. You will also have access to enable or disable these options at the bottom of the participants list:



- **Mute All / Unmute All:** Mute or unmute all participants currently in the meeting.
- **Mute participants on entry:** Automatically mute participants as they join the meeting.
- **Allow participants to unmute themselves:** Participants can unmute themselves if they want to speak to others in the meeting.
- **Allow participants to rename themselves:** Participants can change their screen name displayed to other participants.
- **Play enter/exit Chime:** Play a sound when participants join and leave the meeting
- **Lock meeting:** Don't allow other participants to join the meeting in progress.