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.

Control Content Sharing

1. Click \(^\) (up arrow)
   In the Zoom controls at the bottom of the Zoom window, click the \(^\) symbol (to the right of Share) to open the Share Options.

2. Select Advanced Sharing Options
   In the Share Options window, select Advance Sharing Options to open the Advanced Sharing Options window.

3. Select Only Host under Who can share?
   Click the circle to the left of Only Host under the Who can share? section.

4. Close the Advanced Sharing Options window

Try First

Remove the Participant

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

2. Hover over the name of the participant and click More
   In the Participants window, hover over the name of the participant and click More to the right of the participant’s name.

3. Select Remove
   From the list that appears, select Remove.

4. Click OK
   To remove the participant from the session, click OK to confirm.
**Restrict or Limit Chat**

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

2. **Click Chat Options button**
   *In the Zoom Group Chat window, select Chat Options (square with three dots) to open the chat options.*

3. **Select No one or Host only**
   *Hover over and click No One or Host Only in chat options selections.*

4. **Close the Group Zoom Chat window**

**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**