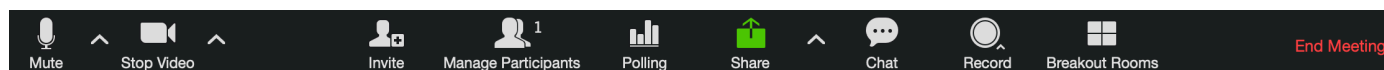


# Managing a Disruptive or Unwelcome Zoom Participant

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 **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**

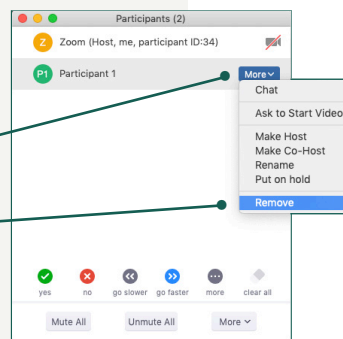
In the **Participants** window, hover over the name of the participant and click **More** to the right of the participant's name.

### 3. Select **Remove**

From the list that appears, select **Remove**.

### 4. Click **OK**

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



## 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**.

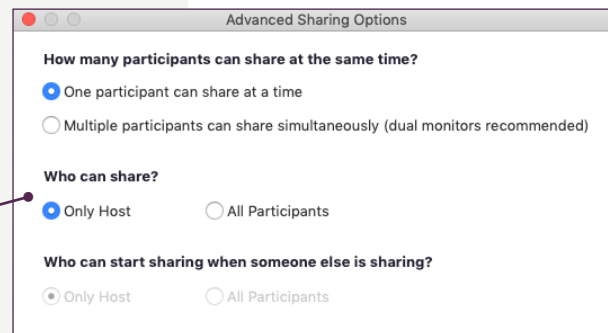
### 2. Select **Advanced Sharing Options**

In the **Share Options** window, select **Advanced 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



## 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.

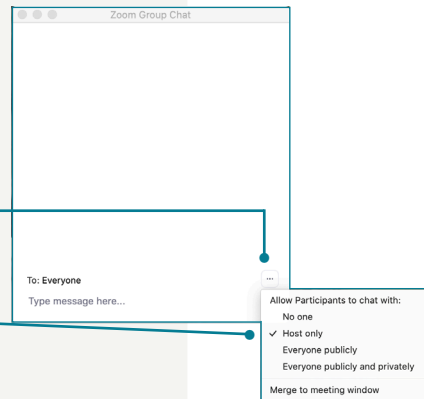
### 2. Click Chat Options button

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



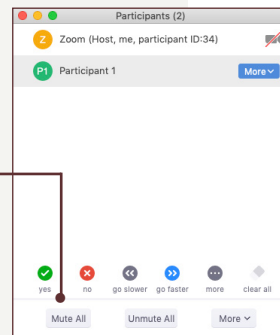
## Mute All Participants

### 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

