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.

**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).

**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 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**