Zoom Bombing Recovery Checklist for hosts/co-hosts

Please review and practice the NYIG Zoom Bombing recovery Guidelines before you need it! NYIG Zoom Bombing Recovery Guideline
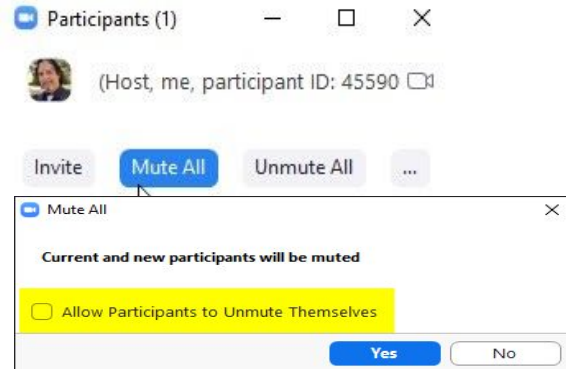
District 16 provided another comprehensive AA Zoom Meeting Manual: District 16 Online Zoom Manual

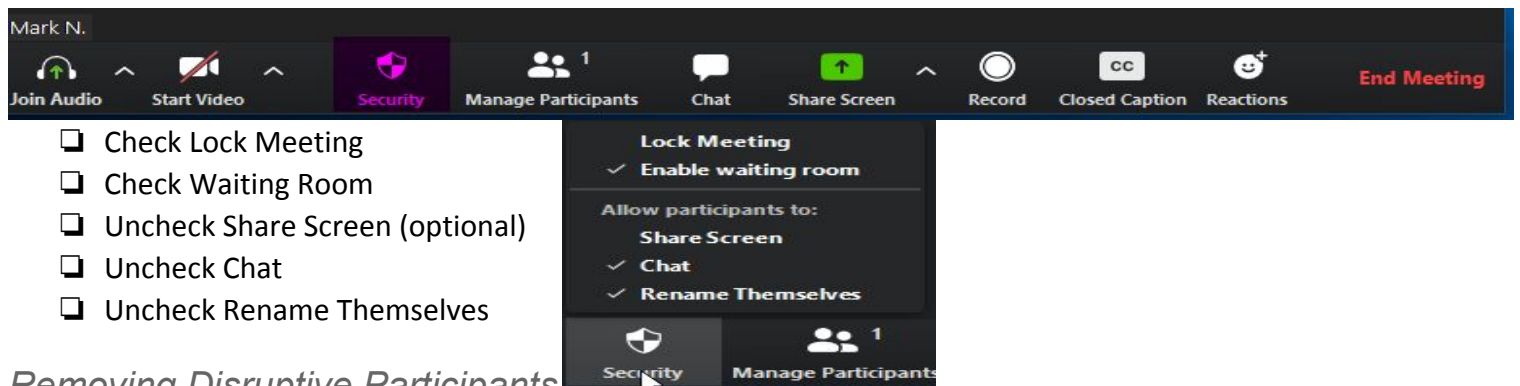Always make sure you are on the latest Zoom client by visiting: https://zoom.us/support/download

Stopping a large disruption:

From the Participants list:

❏ Mute All

❏ Uncheck "Allow Participants to Unmute Themselves"

From the "Security Icon" (Available only to Host's or Co-Hosts)

❏ Check Lock Meeting
❏ Check Waiting Room
❏ Uncheck Share Screen (optional)
❏ Uncheck Chat
❏ Uncheck Rename Themselves

Removing Disruptive Participants

❏ In the Disruptors video square move your mouse to the upper right corner and click the blue square with the three dots "···" or hover your mouse over the name in the Participants list and click "More"
❏ Select "**Put Participant in Waiting Room**" OR "**Remove**"   *Note Removing a Participant removes the person for the duration of the current meeting only*

Once the meeting is recovered and all disruptors are removed, consider opening the chat back up to everyone or one of the other less restrictive settings.

If you are comfortable with the disruptors being gone, enable both:

❏ "Allow Participants to Unmute themselves"
❏ "Enable Chat" Review menu options for the Chat window menu
❏ "Allow Participants to Rename themselves"
❏ "Unlock" meeting
❏ Leave "Waiting room" Enabled