How to deal with bad Zoom guests

So, a couple of reminders on using Zoom to host public events:

When you share your meeting link on social media or other public forums, that makes your event … extremely public. ANYONE with the link can join your meeting.

Familiarize yourself with Zoom's settings and features so you understand how to protect your virtual space when you need to. For example, the Waiting Room is an unbelievably helpful feature for hosts to control who comes and goes. (More on that below).

Manage screen sharing

The first rule: Don't give up control of your screen.

You do not want random people in your public event taking control of the screen and sharing unwanted content with the group. You can restrict this — before the meeting and during the meeting in the host control bar — so that you're the only one who can screen-share.

To prevent participants from screen sharing during a call, using the host controls at the bottom, click the arrow next to Share Screen and then Advanced Sharing Options.
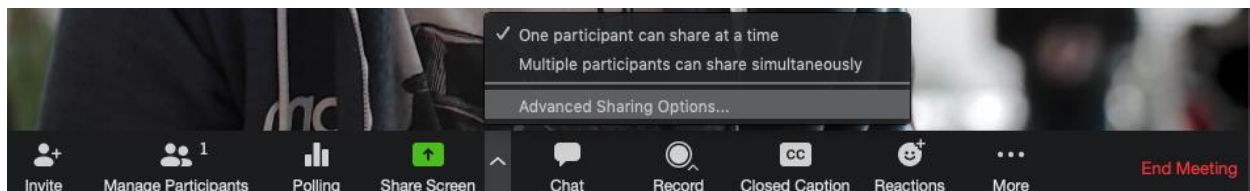
Under "Who can share?" choose "Only Host" and close the window. You can also lock the Screen Share by default for all your meetings in your web settings.
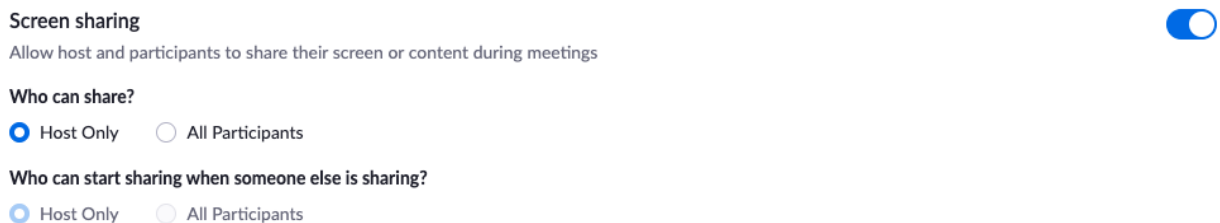
Manage your participants

Some of the other great features to help secure your Zoom event and host with confidence:

- Lock the meeting: It's always smart to lock your front door, even when you're inside the house. When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password (if you have required one). In the meeting, click Participants at the bottom of your Zoom window. In the Participants pop-up, click the button that says Lock Meeting.
- Remove unwanted or disruptive participants: From that Participants menu, you can mouse over a participant's name, and several options will appear, including Remove. Click that to kick someone out of the meeting.
- Allow removed participants to rejoin: When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin, in case you boot the wrong person.
- Put them on hold: You can put everyone else on hold, and the attendees' video and audio connections will be disabled momentarily. Click on someone's video thumbnail and select Start Attendee On Hold to activate this feature. Click Take Off Hold in the Participants list when you're ready to have them back.
- Disable video: Hosts can turn someone's video off. This will allow hosts to block unwanted, distracting, or inappropriate gestures on video or for that time your friend's inside pocket is the star of the show.
- Mute participants: Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. You can also enable Mute Upon Entry in your settings to keep the noise down in large meetings.
- Turn off file transfer: In-meeting file transfer allows people to share files through the in-meeting chat. Toggle this off to keep the chat from getting bombarded with unsolicited pics, GIFs, memes, and other content.
- Turn off annotation: You and your attendees can doodle and mark up content together using annotations during screen share. You can disable the annotation feature in your Zoom settings to prevent people from writing all over the screens.
- Disable private chat: Zoom has in-meeting chat for everyone or participants can message each other privately. Restrict participants' ability to chat amongst one another while your event is going on and cut back on distractions. This is really to prevent anyone from getting unwanted messages during the meeting e.g. 13th Stepping.

Try the Waiting Room

One of the best ways to use Zoom for public events is to enable the Waiting Room feature. Just like it sounds, the Waiting Room is a virtual staging area that stops your guests from joining until you're ready for them. It's almost like the velvet rope outside a nightclub, with you as the bouncer carefully monitoring who gets let in.

Meeting hosts can customize Waiting Room settings for additional control, and you can even personalize the message people see when they hit the Waiting Room so they know they're in the right meeting. This message is really a great place to post any rules/guidelines for your event, like who it's intended for.

For any issues not covered here, please feel free to email Martin at website@aa.org.nz

Customize the waiting room UI

Meeting ID : 888-888-888

Hey! One sec. The meeting host will let you in soon... ✏

zoom | { Your Meeting Topic }

✏ 🗑

Thanks for coming! This happy hour is for current university students only. ✏ 🗑

The Waiting Room is really a great way to screen who's trying to enter your event and keep unwanted guests out.