

Hope Group

Zoom Quick Reference Guide

Removing an Offensive or Obstructive Participant

In the event a “Zoom Bomber”, Hacker, or an offensive or obstructive participant disrupts your meeting, you can remove that person from your meeting. While this is rare, there are people out there that are intent on entering a meeting and blasting it with offensive or obstructive audio and/or video. These instructions will show you how to remove a participant from your Zoom meeting.

First, there are a few things you need to know about taking this action:

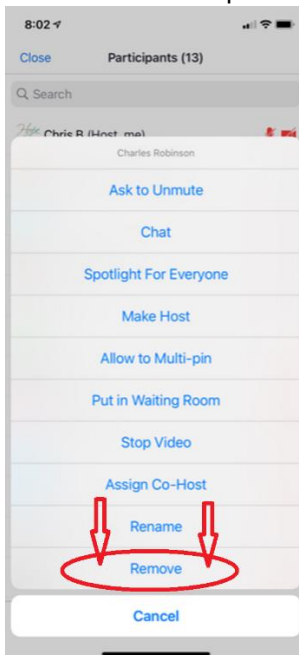
1. **You MUST be logged in as the Hope Group Chairperson!** If you do not know how to do this, ask for the instructions needed to properly host a Zoom Meeting as the Chairperson or HOST.
2. Removing a participant will prevent that person from reentering any Hope Group Zoom meeting without authorization by a Host.

Mobile Device Instructions

1. Select the Participants menu at the bottom of the screen:



2. Click on the Participant to be removed and select Remove from the action menu:

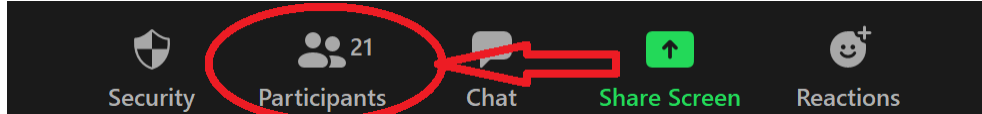


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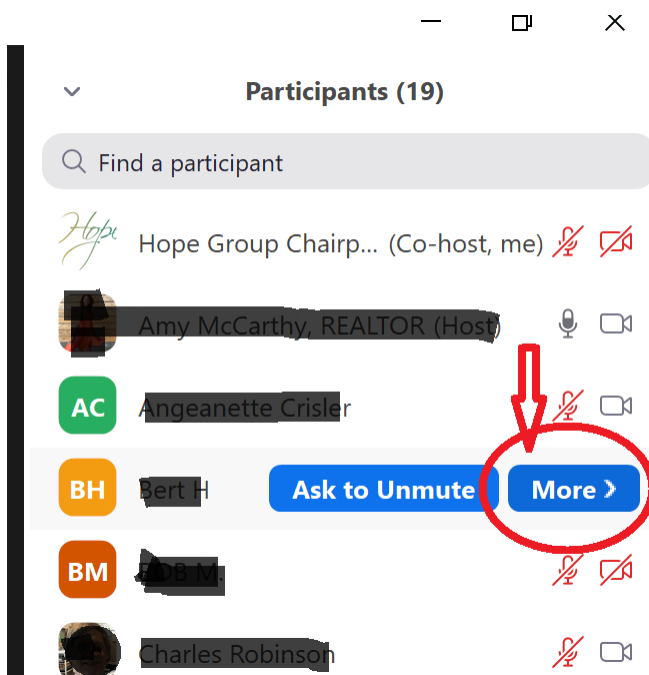
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PC Device Instructions

1. Select the Participants menu at the bottom of the screen:



2. Hover your mouse over the Participant to be Removed and two buttons display as shown below. Click the **More>** button.



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3. Select Remove from the Menu:

