Zoom Cheat Sheet for OAFS Meeting Hosts & Co-Hosts:
Discourage, Prevent, & Deal with Zoom Intruders

The following is a suggested division of responsibilities so that the Meeting Leader can focus on reading the script, folks that need tech support receive it, and safety concerns are effectively addressed. If you find another approach works better to accomplish these goals, delegate as you see fit. This guide assumes you are using Zoom on a laptop or desktop as moderating Zoom meetings on other devices is very difficult.

*Note that if you take an action & want to reverse it, follow the same directions, then undo the action. For instance, if you want to allow participants to unmute after you've muted them all, you would go to the "Participants" window, click "More,'' and check "Allow Participants to Unmute Themselves."

Before the meeting starts…

- After you've logged in to the meeting, open up the Participants & Chat windows so that you have multiple ways of seeing what's happening during the meeting & so people can contact you even if they're muted.
- Assign co hosts & security duties
    - Ask at least 1 homegroup member/person you know if they are comfortable serving as co-host. They can help with admitting people from the waiting room &/or with scanning through the attendees for inappropriate photos or video. Experience has shown that it's best to have a division of labor so that all co hosts & the host know who's responsible for what. If there is a lot of screen sharing for the meeting, having another person screen share is also a good idea.
        - Example: 1 Host, 2 Co Hosts. One is the meeting leader, who reads the format & keeps the meeting going. Another watches the Waiting Room & admits people & scans for disruptors. Another does all the screen sharing & unmutes in order of raised hands or as the leader calls names of those to share.
    - In the Participants window, click on each desired co host's name, then choose "Make Co Host."
- Muting/Unmuting Options
    - Mute Participants on Entry - to stop those annoying background noises!
        - In the "Participants" window under "More," check "Mute Participants upon Entry."
    - Super secure option: Remove participants' ability to unmute
        - In the "Participants" window under "More,'' uncheck "Allow Participants to Unmute Themselves."
- Enable the Waiting Room
    - Click the "Security" icon, & make sure to enable the Waiting Room.
        - Some Zoom Intruders will use names which are crude auditory puns, such as "Ben Dover" & "Justin Sider." OAFS' group conscience is to let people with

those names stew in the Waiting Room or to remove them from the meeting. They usually leave within a minute or two. (See "Dealing with Zoom Intruders" below for more notes.)
- ○ To admit people, click "Admit" next to the waiting room names, or click "Admit All." (This is usually only used if you are sure you know everyone in the Waiting Room or feel like a Zoom Ninja & have quick Zoom Disruptor-removing fingers.)
- Choose Chat Capabilities
  - ○ Most secure option:
    - In the "Chat" window, click "..." and change the "Participant can chat with" setting to "Host only." This means only the Host & Co Hosts can receive chats & chat with everyone, while still allowing participants to chat them with questions.
  - ○ Less secure option:
    - Chat" window, click "..." and change "Participant can chat with" setting to "Everyone publicly."
  - ○ Least secure option:
    - In the "Chat" window, click "..." and change "Participant can chat with" setting to "Everyone and anyone directly."
- Enable/disable the Whiteboard
  - ○ Zoom's default setting is that all participants can share a whiteboard or draw or write on one being shared, which is pretty appealing to Zoom Disruptors.
    - Add/remove Whiteboard sharing under the "Security" button by checking/unchecking those abilities.
- Other security choices to consider
  - ○ Renaming Abilities
  - ○ Start Video Abilities
  - ○ Muting/Unmuting & Chat Capabilities can also be accessed under the Security button.
    - Note that you can only turn the chat off & on with the Security button. More granular choices are available in the "Chat" window under "..."

Dealing with Zoom Intruders
- *OAFS VIG has a group conscience to NOT remove intruders from meetings. Instead, they are put into the Waiting Room.*
- In the Waiting Room
  - ○ If someone is *definitely* a Zoom Intruder based on their name (ie, Ben Dover, Justin Sider, etc.):
    - Leave them in the waiting room to rot (message the other co hosts about what you're doing so they don't admit the disruptor/s).
      - Please don't keep people out because they have quirky names, like "Nerd Kween" or "smoothbusride" or "Nad" (actual screen names of real OA members!). **We don't want to keep anyone out unless they have those crude auditory pun-type names** like above. In these cases of potentially disruptive individuals based on their name only, see the bullet below.
    - You can also temporarily turn off the ability for attendees to rename themselves, admit the person, and wait to see what they do. Then, if they disrupt, you can

put them back in the Waiting Room super quickly, because you've been watching them..

○ If you suddenly get a whole bunch of attendees who arrive all at the same time (often 7+), this could very well mean your meeting is under a coordinated attack. If you have not utilized Zoom security options to their fullest, it is suggested you turn all of them on, then admit them one by one. Make sure to let the other co hosts know they should be on high alert & why, & how you intend to deal with any disruptors if they reveal themselves.

● *Somewhat nuclear option*: the "**Suspend Participant Activities**" button under "Security." This stops EVERYTHING happening in the meeting & gives you time to pick off Zoom Disruptors & put them in the Waiting Room. Only the Host & co hosts can unfreeze themselves.
    ○ If you are experiencing anything more than a single disruptor, this really is the best option. Otherwise, even the most experienced Zoom host will be overwhelmed.
    ○ Success will be measured by whether the meeting can continue in a more or less normal fashion.

Don't worry too much if Zoom Intruders manage to disrupt your meeting. It happens to everyone.

OAFS Intrusion Support Meditation Meeting
4th Sunday of Every Month, 10a Pacific, 1p Eastern (USA)

ZOOM Meeting ID **91499956265**
Password **1212**
Description of Meeting **Support and identification space to explore any feelings around zoom intrusions.**

Contact Email **oafootsteps12@gmail.com**

OAFS Security Training
2nd Sunday of Every Month, 10:00a Pacific, 1p Eastern (USA)

ZOOM Meeting ID **971 8262 1027**
Password **1212**
Description of Meeting **Security strategies for Zoom intruders for hosts and co-hosts.**

Contact Email **security@oafootsteps.com**