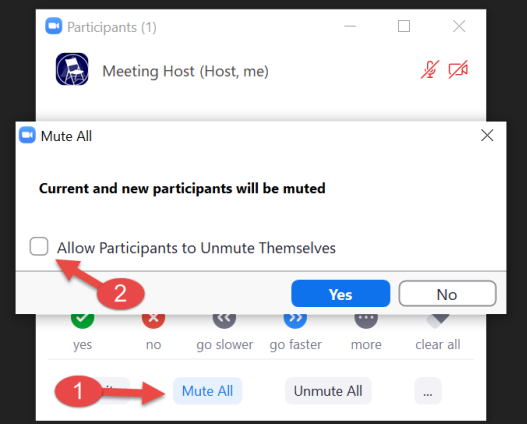
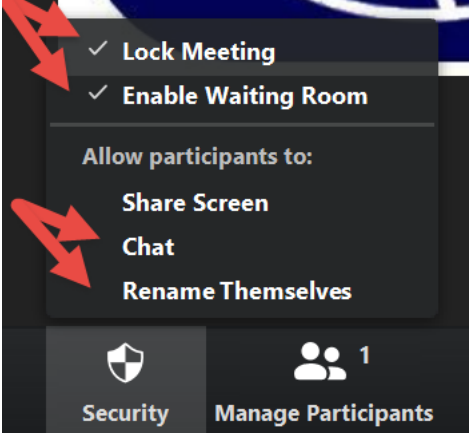


“BOMB SQUAD” GUIDE

FOR EXPELLING ZOOM-BOMBERS



One main thing to remember – none of us are here to kick people out of meetings, we’re here to *provide* meetings. Be 100% sure a bomber is a bomber if you eject someone. Otherwise, use the waiting room.

Primary – Tech Host (same co-host role we have today)	Secondary – Tech Sidekick (add'l tasks for other selected daily co-host(s))
1. Tech Host - Under Participants at the bottom of the popup: <ul style="list-style-type: none"> Click on Mute All In the popup, UNCHECK the box to disable all participants’ ability to unmute themselves 	2. Tech Sidekick - Open the Security dropdown: <ul style="list-style-type: none"> Turn ON (check) Lock Meeting & Enable Waiting Room Turn OFF Chat & Rename Themselves (uncheck them)
	
2. Tech Host – unmute and verbally inform the Chairperson that the issue is being resolved (alerts attendees <i>and bombers</i> too) <ul style="list-style-type: none"> Starts scanning participant list for any obvious signs of bombers for removal 	3. Tech Sidekick - begins identifying & expelling bombers using “Remove” participant: <ul style="list-style-type: none"> Scans the chat stream for any lewd or obnoxious posts, revealing suspect names
3. Aware the intrusion is being handled, the Chairperson also unmutes to resume the regular flow of the meeting. S/he will have to manually mute and unmute members (<i>temporarily</i>) as each one is called on to read or share.	
4. Tech Host team works together identifying/ removing any remaining bombers , who have no tricks left but to display either lewd video-off images or derogatory sign-in names – look for these . <ul style="list-style-type: none"> Scan both the Participant list and visually scroll through all the pages of attendee boxes, looking for any remaining bombers for removal. Detain any questionable participants in the waiting room. Bombers most often will drop immediately if placed in a waiting room; regular AA members will stay for a time. <p>Note: Tech Hosts can use chat to communicate with someone in the waiting room, asking them to rename, better identify, etc. but those in holding rooms cannot chat back.</p>	
5. Confirm with Tech Sidekick that the space is secured; give the Chairperson the “all clear” <ul style="list-style-type: none"> Reinstate participants ability to control mute/unmute themselves (reverse Step #2 above). Watch Waiting Room for members needing to be let in using the live-chat app, etc. 	Tech Sidekick returns to normal daily service duties.

☺ Enjoy Your Meeting! ☺