

Zoom Security Protocol for MAA Meetings

Please familiarize yourself with the following information **prior** to serving as an MAA meeting moderator, tech host, or Zoom co-host.

What is a Zoom bomber? An individual, or group of individuals, who disrupt your Zoom meeting with the intent to cause harm. They often use profanity, pornography, racial slurs, and other inappropriate or offensive language, conduct, images or videos.

How to remove Zoom bombers:

1. Claim Zoom Host (under Participants **“Claim host”**)
2. Select **“Host tools”**
3. Select **“Enable Waiting Room”**
4. Remove Zoom bomber(s) by clicking on the three small dots in the top right corner of their box and select **“Remove”** (on the next confirmation screen, check the box **“Report to Zoom”** before clicking **“Remove”** again).
5. Future participants coming into the meeting will go to the Zoom Waiting Room and will need to be granted access.

Optional:

If there are unfamiliar participants with their cameras off, ask them to turn on their camera so that you can verify that they belong in the meeting.

Additional Important Information:

- Don't panic.
- Follow the steps above in the order specified.
- You must be a Zoom Host or Co-host to access “Host tools.”

Best Practice:

If you are a Zoom Host on a meeting, NEVER assign an individual as a Co-host, or give them the meeting's Zoom Host Code, unless you are 100% certain this person is known to you and a member of the Fellowship. Don't assume you know the person by their screen name alone. Please ask them to turn on their camera and speak with you first.

Note:

If a Zoom bomber has claimed Zoom Host, then you must contact an MAA Zoom Administrator for assistance. In this event, advise all participants to leave the meeting until an MAA Zoom Administrator has regained control of the meeting room.