

Keeping Order in a Zoom Meeting

Just as in the physical rooms, meetings on Zoom feature resentments, ringing phones, and other disturbances. There are a number of features available to handle the more disruptive participants.

Meeting Participants Window

The Meeting Participants window offers control over most aspects of your meeting and those attending. Hosts are suggested to select at least one co-host to help shoulder the weight of maintaining order during the meeting. Zoom has a [10 minute long video](#) that's recommended viewing for all meeting chairs and anyone who plans to co-host a meeting at any time.

Key topics include:

- Removing Participants – connections from that user's IP become banned
- Locking the meeting room – nobody can enter the room while locked
- Unmuted participants rise to the top of the list

Other Features

Consider enabling the [Waiting Room](#) for your meeting. You then play an active role choosing who to allow into the room through the participants list.

Consider disabling [Join Before Host](#) to keep users out before the host arrives. When "Join Before Host" is enabled anyone can enter at any time.

Consider restricting [In-Meeting Chat](#) to reach only host only during the meeting. Many meetings open it up for fellowship after the meeting.

Zoom-Bombing in the News

[How to Keep the Party Crashers from Crashing Your Zoom Event](#)

[Zoom-bombing: How to keep trolls out of your Zoom meetings](#)