

# Top 10 Tips to Deter Inappropriate Behavior During Zoom Meetings

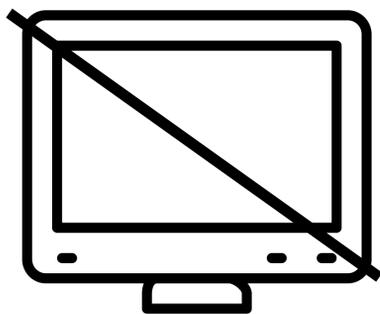
In this time of disruption, educators are reporting incidents of “Zoom-bombing” or “Zoom trolls.” The following tips provide suggestions on managing your Zoom sessions in order to prevent eavesdropping and inappropriate behavior.

**1 Utilize Authentication Profiles: Only Users with an LSU Email Address Can Join**  
Restrict participants to those who can join a class session or office hours based on their email domain. Use the Moodle External tool for Zoom to ensure students are logging in using their LSU credentials.

**2 Password Protect Your Meeting for Added Security**  
[Passwords](#) can be set at the individual meeting level or can be enabled at the user, group, or account level for all meetings and webinars. Only students with the password will be admitted into your meeting.

**3 Remove Unwanted/Disruptive Participants and Prevent them from Rejoining the Meeting**  
To remove unwanted guests, from the Participants menu, mouse over a participant’s name and select Remove. When you do remove someone, they cannot rejoin the meeting, but you can toggle your settings to allow removed participants to rejoin, in case you remove the wrong person.

**4 Turn Off File Transfer**  
As the host, you can disable file transfers. To disable this feature, you can toggle this off to keep the chat from being taken over with unsolicited pictures, memes, and other content.



**5 Turn Off Annotation**  
To avoid participants from writing irrelevant or inappropriate content on the screens, the host can disable the annotation feature in the Zoom settings.

**6 Turn Off Screen Sharing**  
To prevent participants from screen sharing during a call, use the host controls at the bottom of your screen by clicking the arrow next to Share Screen and then Advanced Sharing Options.

**7 Disable Video**  
Hosts can turn off video for specific participants or all participants at once. This will allow the host to block unwanted, distracting, or inappropriate gestures.

**8 Mute Participants**  
Hosts can mute/unmute individual participants or all of them at once to block unwanted, distracting, or inappropriate noise. You can also enable Mute Upon Entry in your settings to make sure that participants can enter the meeting room without distractions. Students can use the Raise Hand feature to request that they be unmuted.

**9 Disable Private Chat**  
Disabling private chat can help cut back on distractions that may occur from side conversations. This will also help to eliminate any potential bullying situations.

**10 Put Participants on Hold**  
In your meeting, you can put everyone else on hold, and the attendees’ video and audio connections will be disabled. To do this, click on a participant’s video thumbnail and select Start Attendee On Hold, then click Take Off Hold in the Participants’ list when you are ready to have them back in the conversation.

