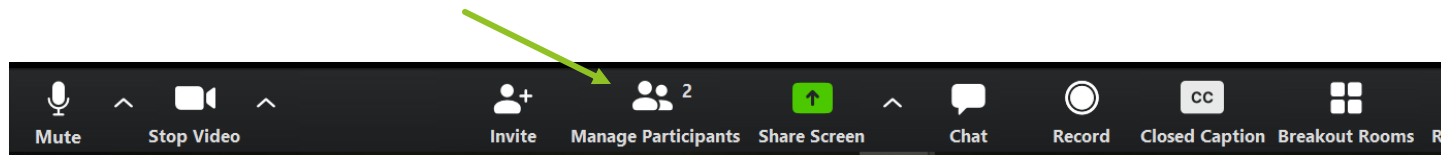


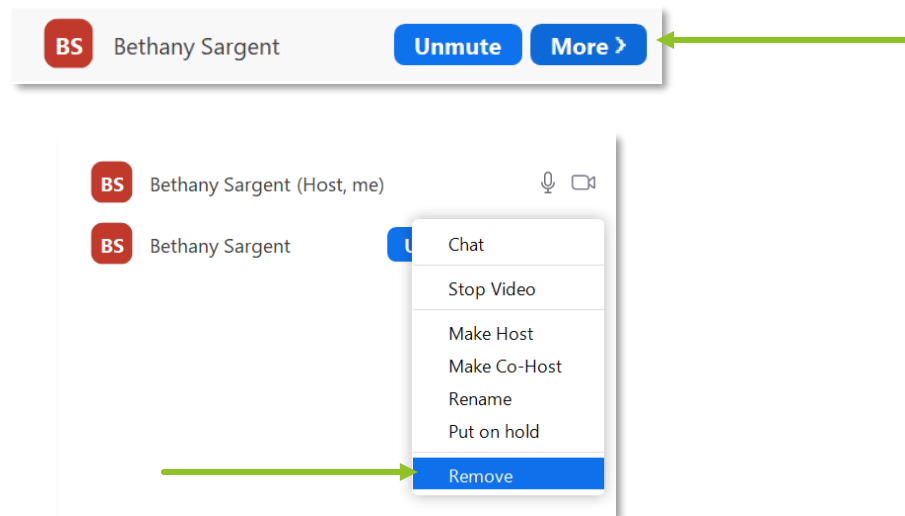
# Unwanted Visitors in Zoom

## Remove a participant

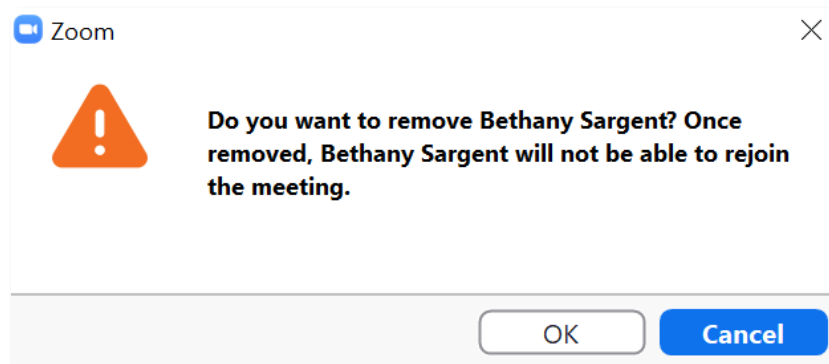
1. Click **manage participants** to open the participants list.



2. Move your mouse over the participant's name to reveal the **mute/unmute** and **more** buttons. Click **more** to open a menu and then select **remove**.



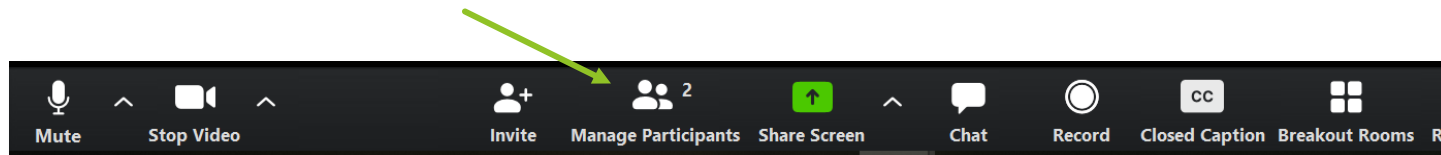
3. A popup box will open letting you know that this participant will not be able to rejoin the meeting. Click **ok**.



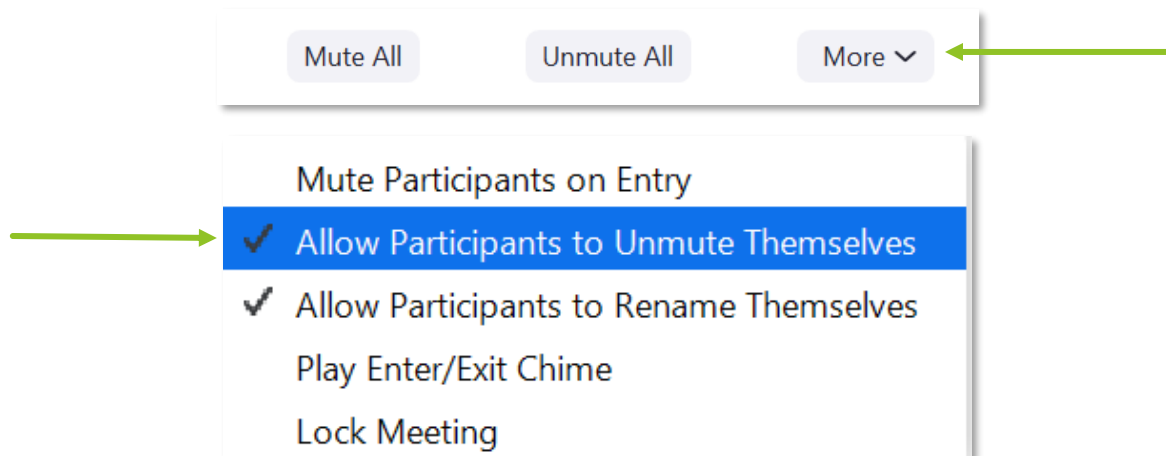
## Disable Participants' Ability to Unmute Themselves

You can choose whether or not students are allowed to unmute themselves. If a student is being disruptive, you can mute all students and then change the settings so that only you are allowed to unmute a participant.

1. Click **manage participants** to open the participants list.



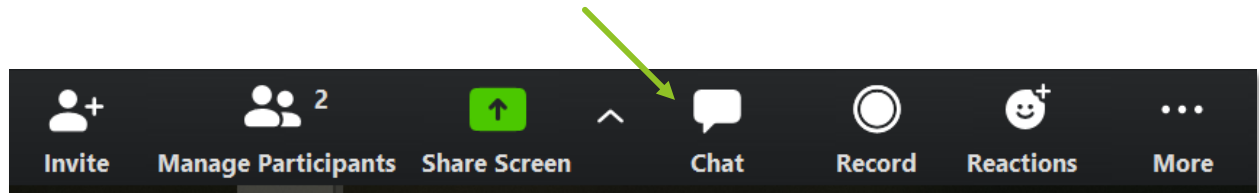
2. At the bottom of the participants list, click the **more** button to open additional options. Uncheck the **Allow Participants to Unmute Themselves**.



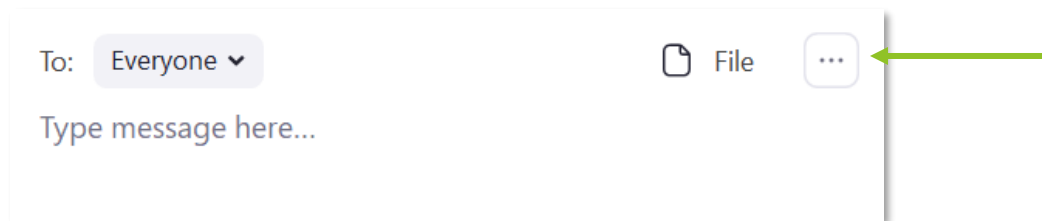
## Restrict Chat for Participants

You can choose to disable chat, or restrict who students are able to chat with, by going into the chat controls in Zoom.

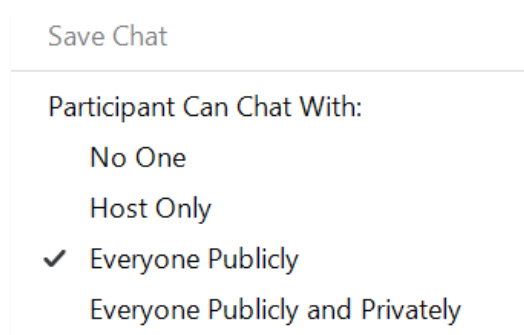
1. Click **chat** on the button menu.



2. At the bottom of the chat window, click the three dots that open the **chat controls**.



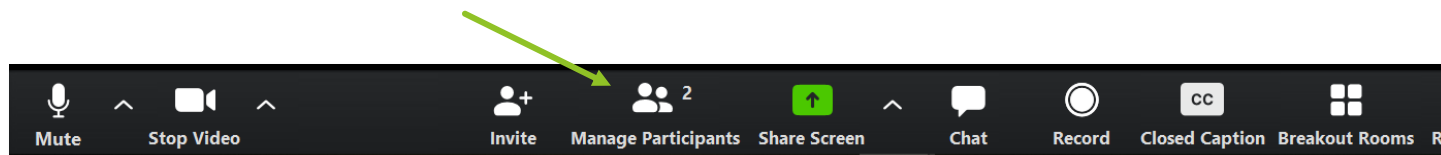
3. Here you can select whether students can chat with each other publicly and/or privately, if they can only chat with you, or if the chat is disabled for participants.



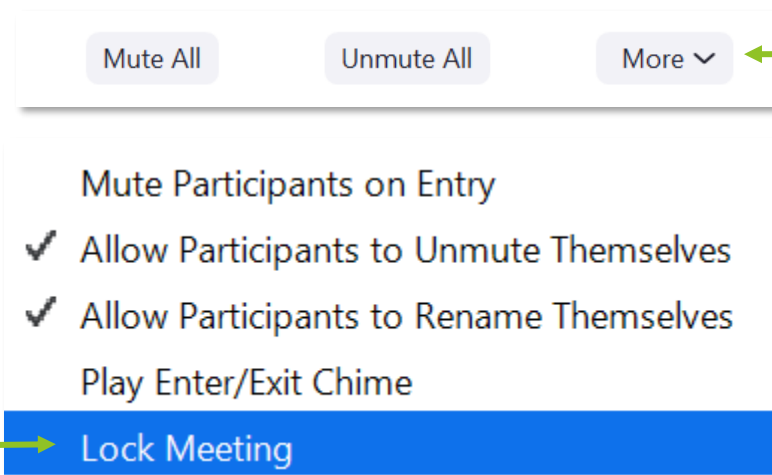
## Lock Meeting

If you are having repeat issues where unwanted visitors are joining, you may want to consider **locking** the meeting, which prevents anyone else from joining. Please be aware, if students are late or kicked off their internet and try to join once the meeting has been locked, they will be prevented from doing so.

1. Click **manage participants** to open the participants list.



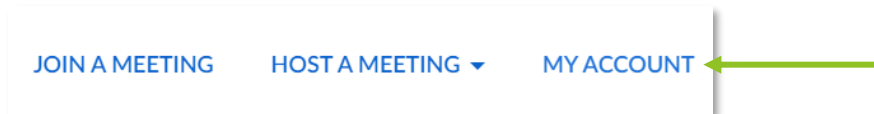
2. At the bottom of the participants list, click the **more** button to open additional options. Then select **lock meeting**.



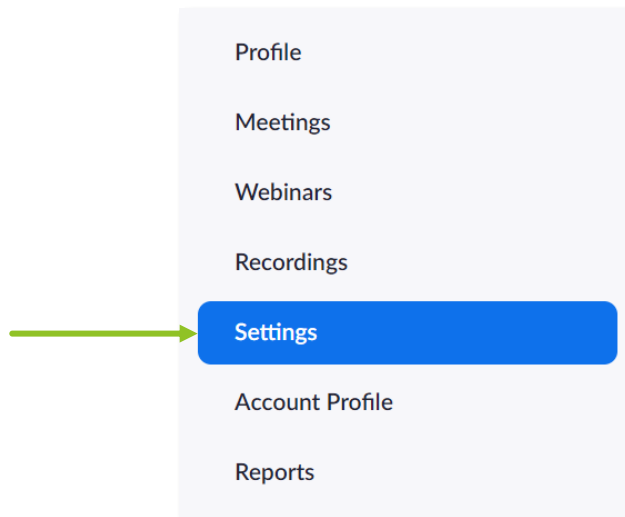
## Enabling a Waiting List

A waiting list means you have to allow students to join the course before they are able to interact with anyone else. If you have had issues with unwanted visitors, this will allow you to leave them “waiting” so they cannot disrupt the meeting.

1. Go to [leeuiversity.zoom.us](https://leeuiversity.zoom.us) and click **My Account** or **Sign in** (if you are not already logged in)



2. Click on **settings** in the left-hand menu



3. Scroll down until you find **Waiting Room** and click the slide toggle (it should turn blue) to enable rooms

