**Zoom Moderator Quick Tips:** Prevent and Manage Possible Meeting Disruptions

Chat: The default setting is, *Everyone publicly and privately*. Consider whether you will allow private chats. If someone sends inappropriate content, you will not be aware of it as the Host or Co-host. If you have concerns select, *Everyone publicly*, or *Host only*.
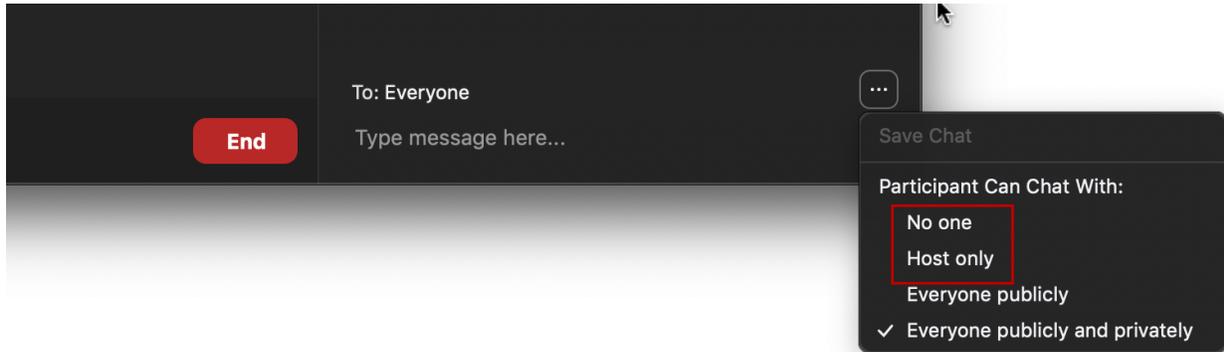

Inappropriate Comments and/or Disruptive Remarks: Hosts and Co-hosts have the option to *Mute Audio*, *Stop Video*, *Remove*, or put the participant in the *Waiting Room*. The waiting room is only available if you select that option for the meeting when it is scheduled.   If you add them to the waiting room, you can follow up with a message in the *Chat* box.
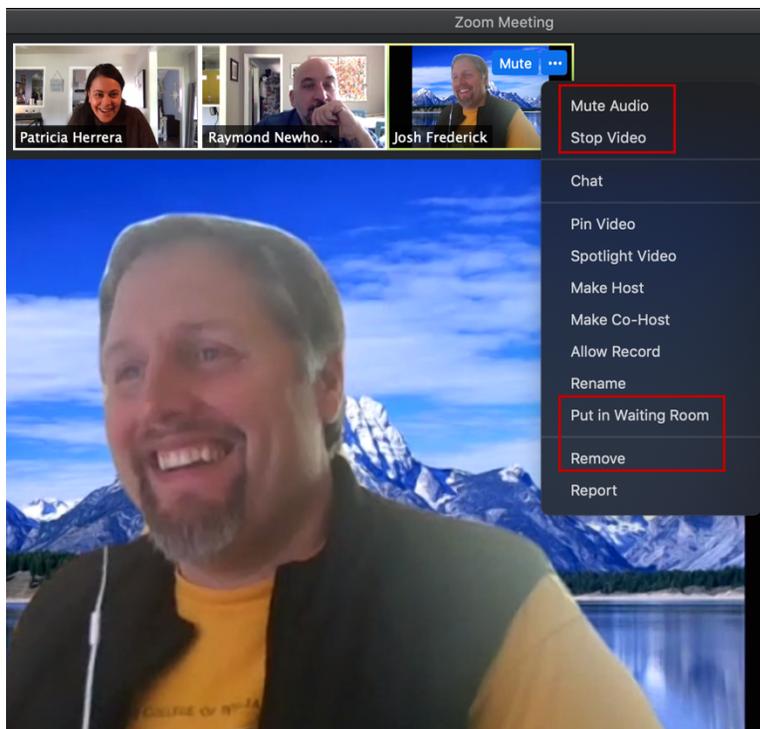
Unexpected Guests: Hosts and Co-hosts have the option to *Remove the participant* or put the participant in the *Waiting Room*. The waiting room is only available if you select that option for the meeting when it is scheduled.   If you add them to the waiting room, you can follow up with a message in the *Chat* box.
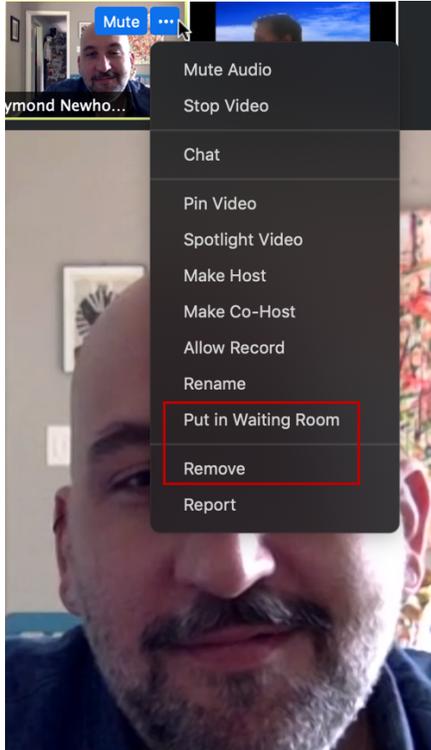
Unwelcome Screenshare: This can be prevented by selecting, *Only Host*, in the *Who can share?* section of the Advanced Sharing Options. If you plan to allow sharing, we recommend selecting, *One participant can share at a time.*
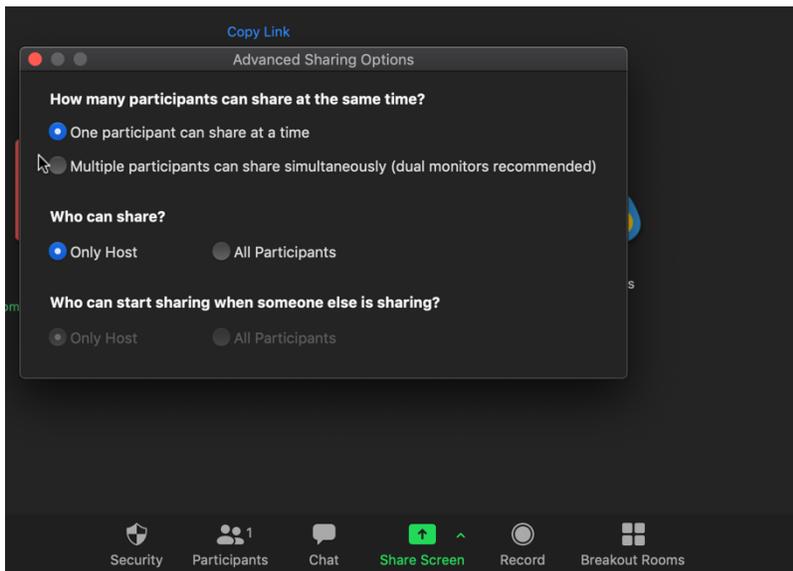
Participant Shares the Incorrect Screen: If an approved presenter shares the wrong screen, you can stop the share by clicking the drop-down for *View Options* and select *Stop Participant's Sharing.*