



How to detect if you have unwanted guests?

Examine the guest list

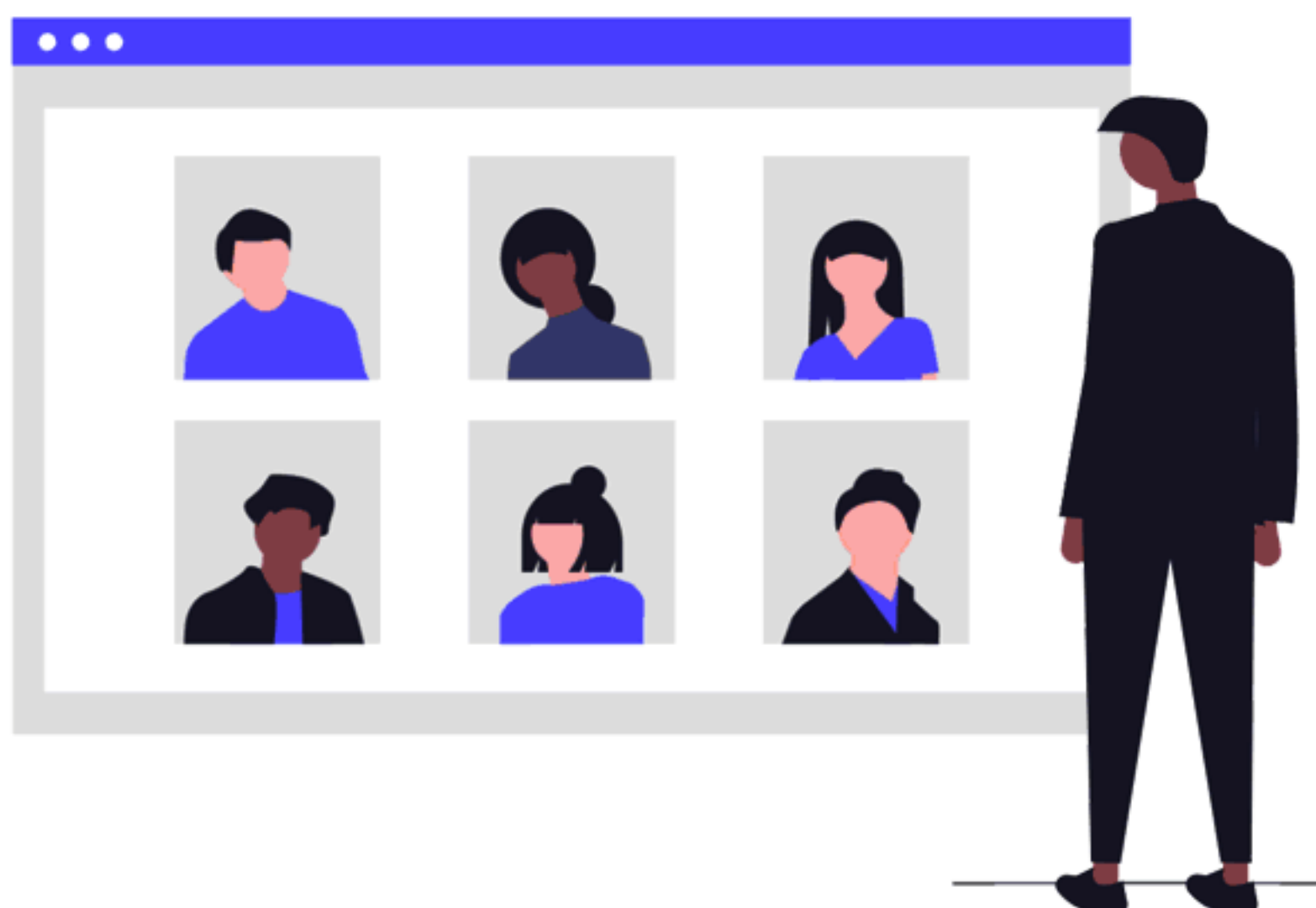
Be on a look out for unfamiliar names

Take attendance to check that all your invited guests are at the meeting

Take note of participants who did not participate in the lessons/meetings



How to keep uninvited guests out of your meetings?

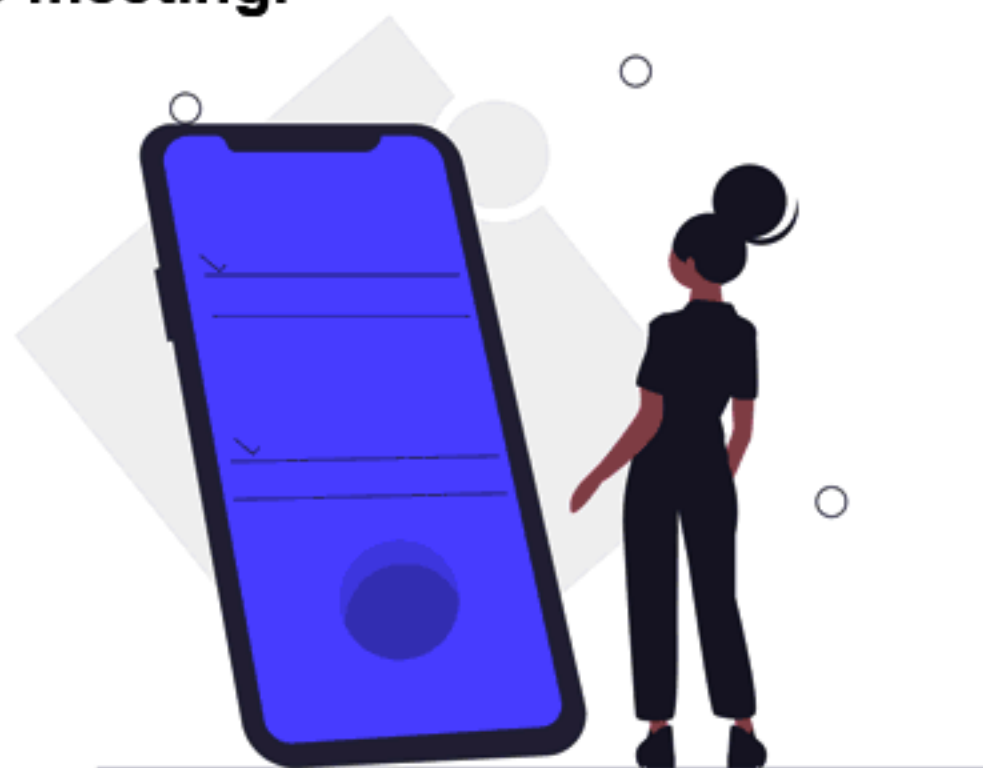
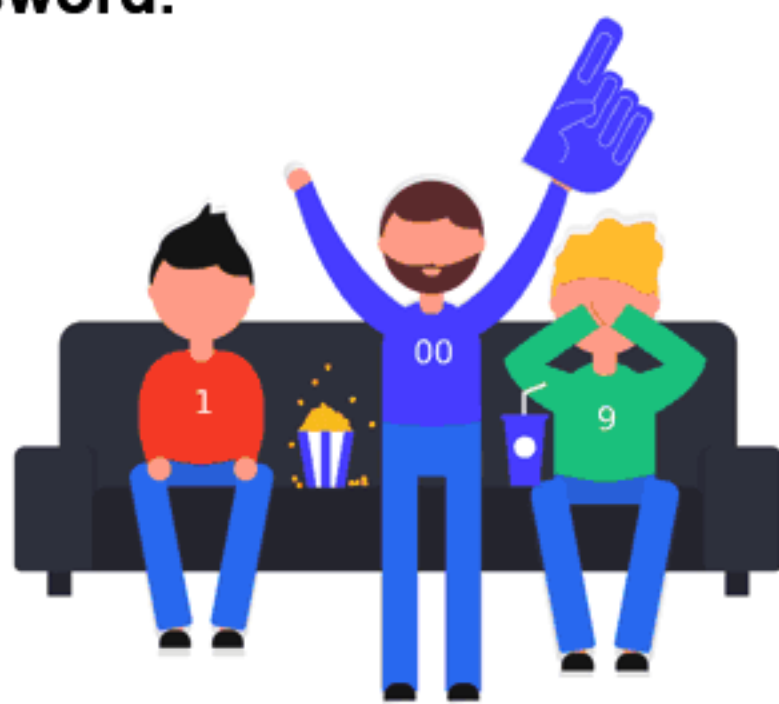


Lock the meeting

When you lock a Zoom Meeting that's already started, no new participants can join, even if they have the meeting ID and password.

Use a Waiting Room

The Waiting Room feature in Zoom allows the meeting host to control when a participant joins the meeting.



Manage screen sharing

You do not want random people in your public event taking control of the screen and sharing unwanted content with the group.

What to do when you have an uninvited guest?

If you have an uninvited guest at your meeting who shared unwanted content with your participants, you might want to remove the participant from the meeting. However, if the uninvited guest could join your meeting in the first place, it would mean that he/she could re-join.

- Inform participants and end the meeting immediately
- Set the necessary settings to prevent unwanted guests
- Invite the participants to the new meeting
- Verify the unwanted guest did not join the new session
- Explain to the participants what have happened
- Identify participants who may need help over the incident
- End the meeting
- Counsel or refer the affected participants to a school counsellor (if necessary)