

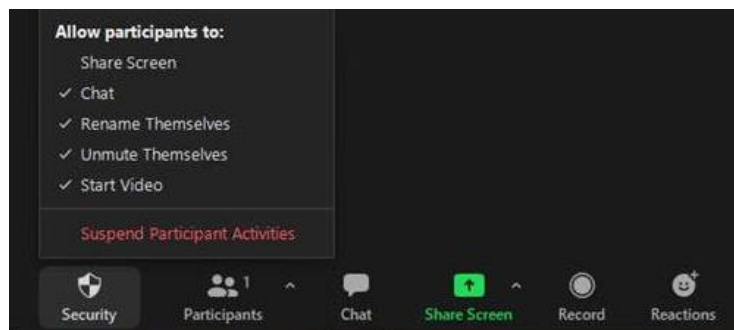
HOW TO DEFUSE ZOOM BOMBERS

The Southern California Intergroup of Nicotine Anonymous (SCINA) has prepared this sheet to help your meeting deal with Zoom* bombers. Please keep in mind that many of the Nicotine Anonymous meetings in Southern California are set up through the Intergroup's Zoom account at no cost to your meeting. This is not required, but we are happy to help set up a meeting for you if the time slot you desire is not already taken.

1. Make sure someone claims Host of the meeting. If you are in a meeting and nobody has claimed host, then you don't have all the controls available to you. This is especially frustrating when you can't mute or remove someone. To "Claim Host," click on the "Participant" icon at the bottom of your screen, and the option to "Claim Host" will appear in the lower right corner of that submenu. (You can also "Enable Waiting Room" as an extra safeguard.)

2. Once someone has "Claimed Host," that person has the ability to make other people co-hosts. It is a good idea to have more than one person designated as Host, so that the second person can be on the lookout for Zoom bombers. It is easiest to do this if you remain in "gallery" (rather than "speaker") mode, so you can see everyone in the room. Co-hosts also have the ability to "Share Screen" to display readings. As a side note, many of our readings can be found on the NicA website: <https://www.nicotine-anonymous.org/read-along>

3. Only Hosts will be able to see the "Security" icon at the bottom of the screen. If you click your mouse there, the following submenu is displayed. In the event of a Zoom bomber, you can select the "Suspend Participant Activities" option (in RED, so you can find it readily). This will freeze everyone except for you in the meeting. You can then "remove" the Zoom bomber(s) by clicking on the three dots either in the participant window or at the top right of their "Brady Bunch box" picture. When someone is speaking, their box becomes highlighted, so you should be able to see who is causing the disruption. Keep in mind that Zoom bombers often travel in packs, so you may need to remove more than one person. Remain calm and don't speak to them directly ~ they are often just looking to get a reaction, so if you appear unphased, it will dissuade them from returning. Be aware that Zoom bombers like to take control and share screen, so if you have the "Screen Share" option unchecked as shown, this prevents them from doing that. Once you "remove" a Zoom bomber, you can then select the "Lock Meeting" option in the "Participants" window so no one can get back into the meeting.



If you need further instruction, please attend the monthly SCINA meeting and we will happy to walk you through it. It is the third Sunday of every month at 10 am PT. Our Zoom info is here: <https://scina2012.squarespace.com/home>

**Any listing of businesses or organizations used to help us carry our message of recovery does not represent an endorsement of either by Nicotine Anonymous.*