



ZOOM GUIDE FOR YOUNG REPUBLICAN CLUB MEETINGS

With the rise in using Zoom to connect during this time of social distancing, we have seen a disturbing trend of trolls Zoombombing calls in order to disrupt whatever conversation people are having.

Given that YR clubs often have to use public methods of communicating with their members (such as Facebook), some of the suggestions made by others as to how to prevent these trolls (such as this article from the ADL <https://www.adl.org/blog/how-to-prevent-zoombombing>) are incompatible with the goal of trying to engage a large community.

The following steps are a simple way to prevent Zoom calls being taken over by trolls:

- Have the host be the first person on the call.
- Don't schedule the call, simply let people know that there will be one and that the link will be posted at a later time.
- After the host clicks "New Meeting," before sharing the call in information, the host should make the following changes to the settings:
 - Click Manage Participants. At the bottom right there should be a "more" button.
 - Make sure that "mute participants on entry" has a check mark next to it.
 - Make sure "allow participants to unmute themselves" and "allow participants to rename themselves" both DO NOT have check marks next to them.
 - The option to play a chime when people enter or exit is really only necessary if you are going to have more than 25 people on the call.
 - Feel free to experiment with the waiting room. I have never used it but some people may feel more comfortable manually letting people into the call
 - The final option to lock the meeting is for if you have everyone on the call that you think will join.
 - The host should turn off screen sharing by participants.
 - This is done by clicking the arrow next to "share screen" and selecting "advanced sharing options"
 - Simply select "only host" under the "who can share?" option.
- At this point the host can share the call via whatever medium they prefer by clicking "invite" --> "copy URL" and then pasting the URL link to the call.
- Finally, I have a rule where if the person requesting to speak (either by indicating so in the chat or using the "raise hand" feature in Zoom) does not have their camera turned on AND if I do not recognize them I will not unmute them. To be clear, the person must have their camera on and be someone I know to have the permission to speak on the call.

If all of the above steps are done correctly the call host will have full control over who can be heard and not heard as well as the ability to kick people from the call.

Credit: Matthew Wiltshire