

OVEREATERS ANONYMOUS®

Region 8

Pinning in Zoom:

A tactic Zoom intruders use is to turn their camera off and on, change their names, or take other action to “jump” around the screen, making it harder to remove them from a meeting. To counter this, we suggest using Zoom’s built-in pinning feature. The benefits in pinning in Zoom are as follows:

- Pinning prioritizes and shows participants at the top of the view, regardless of who is the active speaker.
- Pinning only changes the display order for your screen, not for everyone else’s screen.
- Hosts and co-hosts automatically have the ability to pin up to 9 participants at a time.
 - As a default setting, a user can only pin one view at a time. However, hosts and co-hosts can grant permission to allow any user to multi-pin as well.

How to use pinning:

1. Hover your cursor or finger over the name in the participant’s panel and press **More**. Alternatively, hover your cursor or finger over the video of the participant you want to pin and click on the ellipsis (...).
2. From the menu, select **Pin**. Hosts and co-host may pin up to 9 participants.
 - a. Note: If you have at least 3 participants in the meeting and have “dual monitor” enabled, you will have the option to pin to your first screen or your second screen.
3. If you need to cancel a pin, click in the upper left corner of any currently pinned video and click on **Remove Pin**.

How does this help with managing intruders?

The host may pin any participant they do not recognize. Pin the participant as soon as they enter the room. That way, they will not move on your display. This makes it significantly easier to quickly remove the participant should they prove to be disruptive.

If you have a particularly large meeting, we recommend making another trusted member your co-host and asking them to assist by pinning additional participants on their screen and being ready to remove intruders. You could work out a system in advance. For example: the host will pin participants with names that begin with A-L, and the co-host will pin participants with names that begin with M-Z.

Zoom’s official support page for information on pinning can be found here:

https://support.zoom.com/hc/en/article?id=zm_kb&sysparm_article=KB0065767

Remember, you may always use security to suspend participants’ activities and lock your meeting to an intruder.

