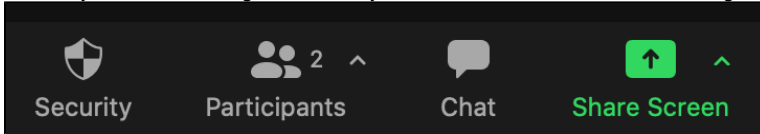


# Zoom: Remove Participants From Meeting

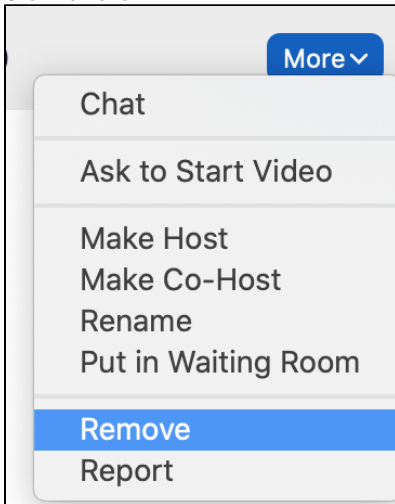
You can remove bad actors or individuals that should not be in your meeting. Complete the following instructions to remove a person from a Zoom meeting.

## Instructions:

1. While in your Zoom Meeting, click **Participants** at the bottom of the Zoom Meeting window.



2. In the Participants panel, place your mouse over the name of the person you wish to remove and click **More**.
3. Click **Remove**.



4. You will be prompted to confirm removing the person.
5. Confirm that the checkbox to report to Zoom is checked If you wish to report the person to Zoom
6. Click **Remove**.

Need more help? Submit an [ITS Service Desk Request](#).