

Zoom Host Guide

OVERVIEW

Host controls allow you as the host to control various aspects of the Zoom Meeting, such as managing the participants

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants. The host must [assign a co-host](#). There is no limitation on the number of co-hosts you can have in a meeting.

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an [alternative host](#).

HOST CONTROLS

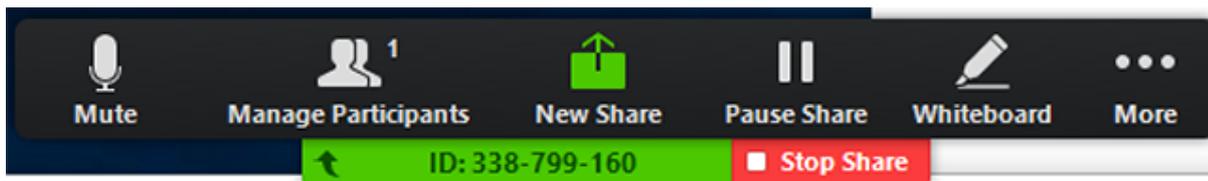
WINDOWS/MAC

The host controls will appear at the bottom of your screen if you are not currently screen sharing.



- **Mute/Unmute:** This allows you to mute or unmute your microphone.
- Audio Controls (click ^ next to **Mute/Unmute**): The audio controls allow you to change the microphone and speaker that Zoom is currently using on your computer, leave computer audio, and access the full audio options in the Zoom settings.
- **Start/Stop Video:** This allows you to start or stop your own video.
- Video controls (click ^ next to **Start/Stop Video**): If you have multiple cameras on your computer, you can select which Zoom is using, access the full video controls, and select a Virtual Background.
- **Invite:** [Invite others](#) to join your meeting.
- [Manage Participants](#): Opens the Participants window.
- **Polling:** Allows you to create, edit, and launch your [polls](#). The options to create or launch polls will open up the Zoom web portal in your default browser.
- **Share Screen:** Start [sharing your screen](#). You will be able to select the desktop or application you want to share.
- **Screen Share** controls (click ^ next to **Share Screen**): Select who can share in your meeting and if you want only the host or any participant to be able to start a new share when someone is sharing.
- **Chat:** Access the chat window to [chat with the participants](#)

- **End Meeting** (only available to the host): This will end the meeting for all participants. If you want to have the meeting continue, you should give another participant host control before leaving the meeting
- When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location. [Learn more about screen share controls.](#)



IOS

On an iPhone, the host controls will appear at the bottom of your screen, except for End Meeting. On an iPad, they will appear at the top of your screen.



- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Start or stop your own video.
- **Share Content:** Start [sharing your screen or a file.](#)
- **Participants:** View the participants list and [manage participants.](#)
- **More:** There are additional settings available under **More**.
 - **Disconnect Audio:** Disconnect your audio to join the audio a different way.
 - **Advanced Settings:** View the following advanced settings
 - **Lock Meeting:** Prevent any new participants from joining the meeting.
 - **Lock Share:** Prevent anyone except the host from sharing content.
 - **Mute on Entry:** Mute all participants when they join.
 - **Play Enter/Exit Chime:** Choose if you would like to play a chime when new participants join.

- **Put Attendee in Waiting Room on Entry** (only available to the host): Have participants enter a [waiting room](#) where you can then admit them.
- **Allow Attendees to Chat with:** Control who attendees can chat with. [Read more about chat control.](#)

MANAGING PARTICIPANTS

By default, any participant in a meeting can share their video, screen, and audio. However within meetings, hosts and co-hosts can control the following features:

- Mute participants
- Request that a participant unmutes
- Stop a participant's video
- Request that a participant starts their video
- Rename a participant
- Put a participant [on hold](#) (if enabled)

• MANAGING USERS – WINDOWS

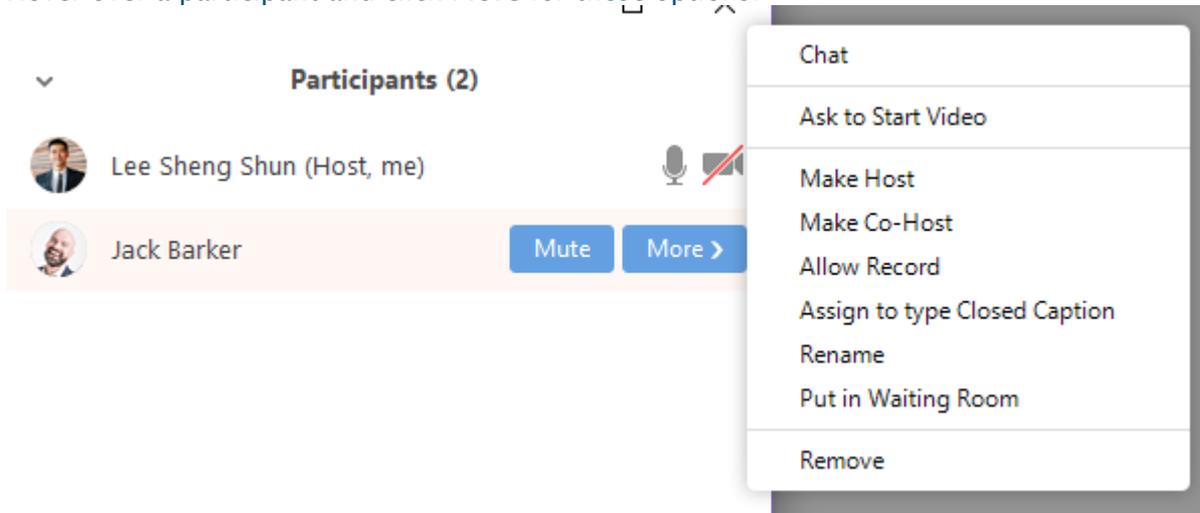
Click **Manage Participants** in the host controls to display the participants list:



- Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:

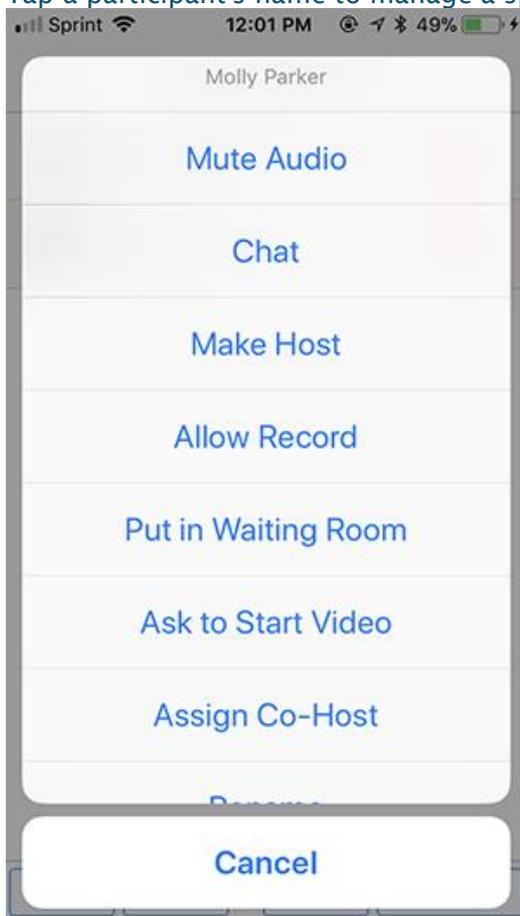


- Hover over a participant and click **More** for these options:



Managing users – iOS

1. Tap **Participants** in the host controls to display the participants list.
2. Tap a participant's name to manage a specific participant.



WAITING ROOM

The Waiting Room feature allows the host to control when participants who are not on your Zoom account or are not signed in join the meeting. As the meeting host, you can admit attendees one by one or hold all attendees in the waiting room and admit them all at once.

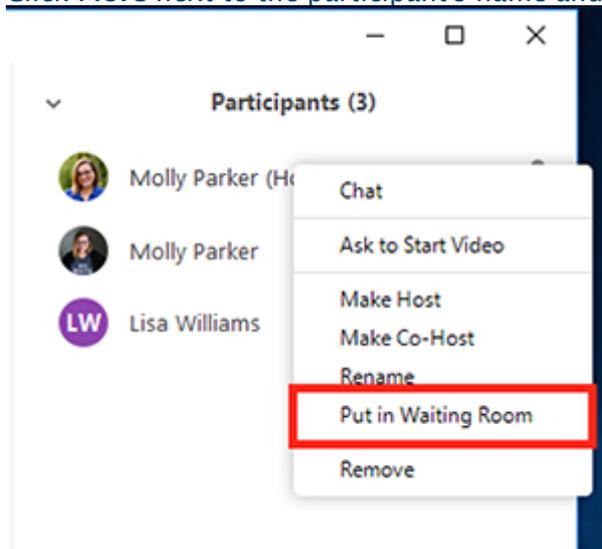
You can send participants to the waiting room when in your meeting in order to undertake private discussion and re-admit them as necessary.

SENDING PARTICIPANTS TO THE WAITING ROOM DURING A MEETING – WINDOWS

1. As the meeting host, click **Manage Participants**.



2. Click **More** next to the participant's name and choose **Put in Waiting Room**.



SENDING PARTICIPANTS TO THE WAITING ROOM DURING A MEETING – IOS

1. As the host, tap **Participants**.



2. Tap the name of the participant you want to send to the waiting room.
3. Tap **Put in Waiting Room**.

INVITING OTHERS TO THE MEETING

During a meeting, you can invite people to join the conference by clicking on **Invite** tab in your meeting controls

Inviting by Contacts – Windows

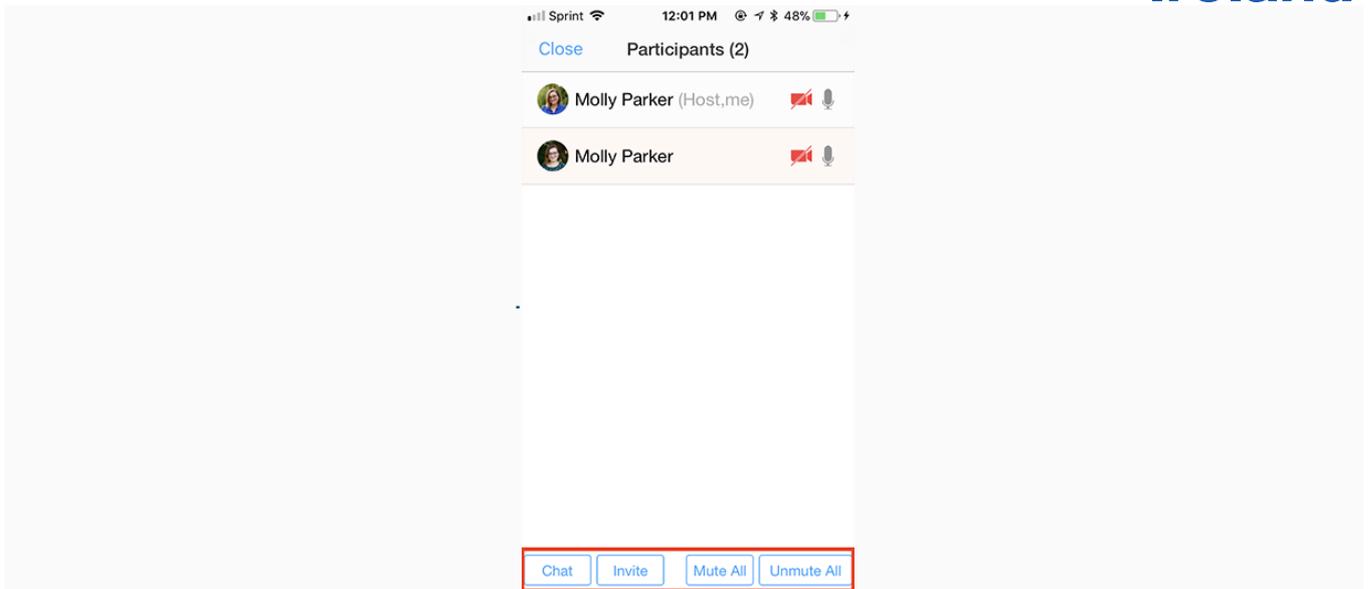


Once you click invite, you can choose the option to Invite by Email, Invite a contact or Invite a Room System

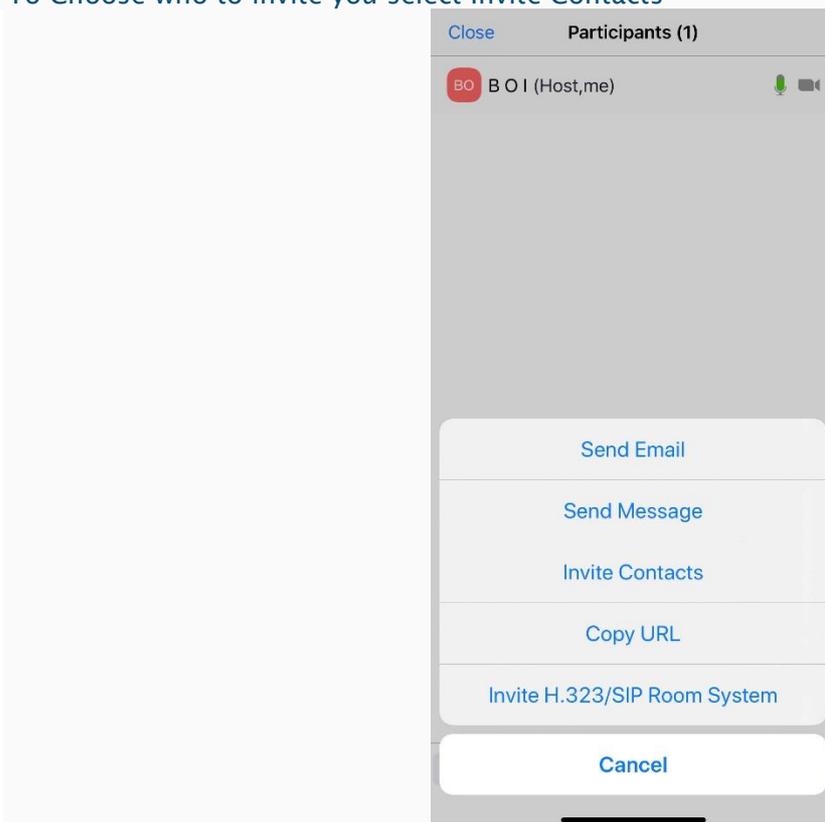
1. After clicking on **Invite**, click on **Invite by Contacts**.
2. Select their name from the window, or search for a contact.
3. Click on the individual you would like to invite. You can select multiple contacts. Once you do this, their name(s) will have a check mark next to it and they will appear in the list at the top of the window.
4. Click **Invite** in the lower right corner.
5. Select contacts and click **Invite**.

Inviting by Contacts – iOS

1. Tap **Participants** in the host controls to display the participants list.
2. You can invite others with the options at the bottom of the window



3. To Choose who to invite you select Invite Contacts



4. Search for a contact and hit send

