

# Host

## **This Document is not Overeaters Anonymous Conference Approved**

In compliance with our 6th tradition, this document does not imply endorsement of any commercial enterprise. OA is not associated in any way with the providers of these technologies. Some OA meetings and groups have decided to use technologies to facilitate online meetings. There are numerous available technologies, including technologies that may link in with one another. OA does not endorse these technologies each autonomous group utilizes technology they deem appropriate for online meetings.

### **Getting Started**

<https://support.zoom.us/hc/en-us/categories/200101697>

### **Join Meeting**

<https://support.zoom.us/hc/en-us/articles/201362193-How-Do-I-Join-A-Meeting->

### **Scheduling a Meeting with Zoom Website**

<https://support.zoom.us/hc/en-us/articles/201362413-How-Do-I-Schedule-Meetings->

### **Join a Test Meeting**

<https://zoom.us/test>

### **Virtual Background**

<https://support.zoom.us/hc/en-us/articles/210707503-Virtual-Background>

### **Meeting Controls**

<https://support.zoom.us/hc/en-us/articles/201362603-What-Are-the-Host-Controls->

### **Host And Co-Host Controls In Meeting**

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

#### 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 or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls as they are only available as host controls in a meeting:

- Start closed captioning and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

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.

#### Prerequisites

- Host permission in the meeting, or co-host permission (set by the host)
- Zoom desktop client for Mac, PC, Chrome OS or Linux
- Zoom mobile app for iOS or Android

#### 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.

**How many participants can share at the same time?**

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**

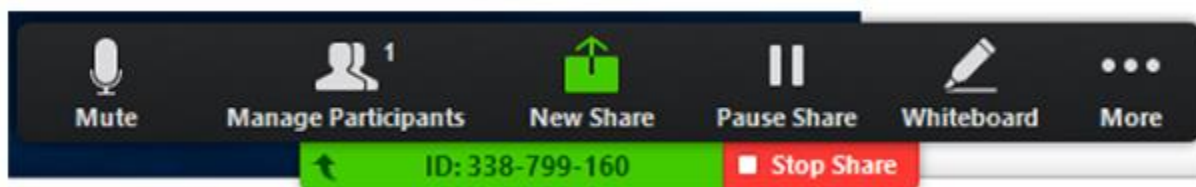
- Only Host
- All Participants

**Who can start sharing when someone else is sharing?**

- Only Host
- All Participants

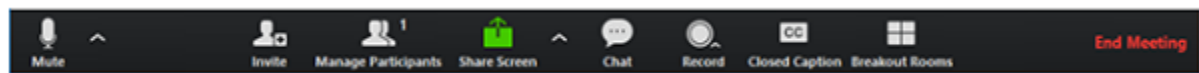
- Chat: Access the chat window to chat with the participants.
- Record: Start or stop a cloud or local recording.
- Closed Caption (only available to the host): If you have enabled closed captioning for your account, click here to access the closed caption options.
- Breakout Rooms (only available to the host): Start breakout rooms.
- More: Clicking on More will give you access to additional options.
  - Live on Workplace by Facebook: Broadcast your meeting live on Workplace by Facebook.
  - Live on Custom Live Streaming Service: Broadcast your meeting live on a custom streaming platform.
- 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.



Linux

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): Click Advanced Sharing Options to 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.

**How many participants can share at the same time?**

- One participant can share at a time
- Multiple participants can share simultaneously (dual monitors recommended)

**Who can share?**

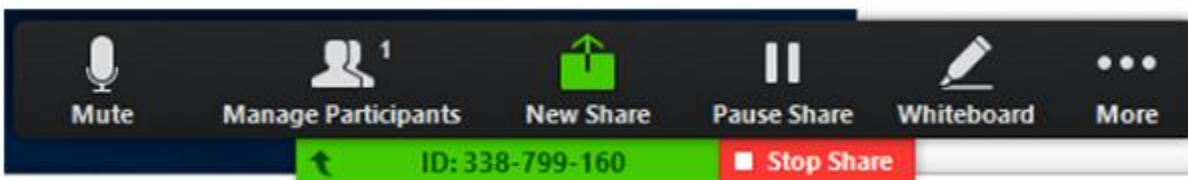
- Only Host
- All Participants

**Who can start sharing when someone else is sharing?**

- Only Host
- All Participants

- Chat: Access the chat window to chat with the participants.
- Record: Start or stop a cloud or local recording.
- Closed Caption (only available to the host): If you have enabled closed captioning for your account, click here to access the closed caption options.
- Breakout Rooms (only available to the host): Start breakout rooms.
- 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.



## Web

The host controls will appear at the bottom of your screen.



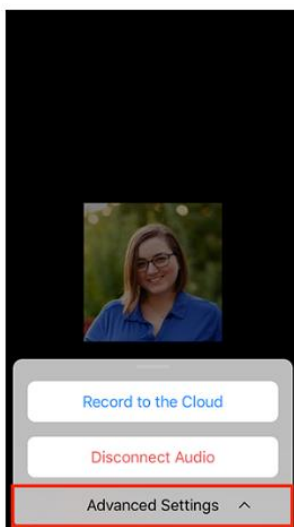
- **Join Audio:** Open the options to join the audio portion of the meeting.
- **Invite:** Invite by copying the invitation, the join link, or by phone or room system (if available for your account).
- **Manage:** View the participants list and manage participants.
- **Record:** Start a cloud recording.
- **Leave Meeting:** Leave the meeting. If you leave the meeting without designating another host, the meeting will end.

## iOS

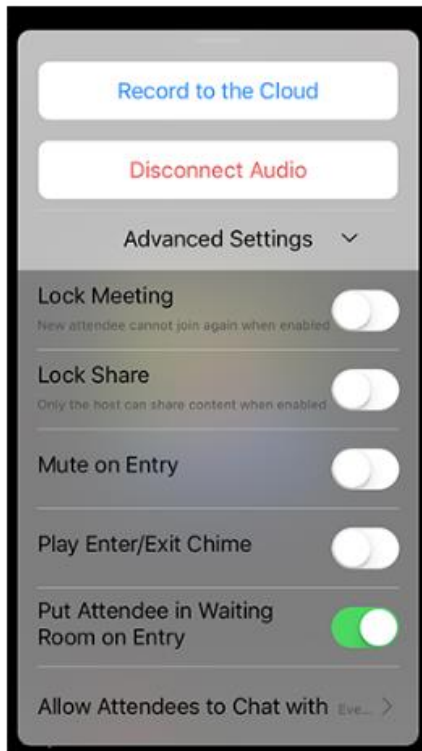
On an iPhone, the host controls will appear at the bottom of your screen, except for End Meeting. On an iPad, they will appear at the top of your screen.



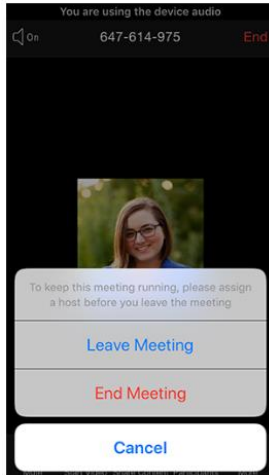
- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Start or stop your own video.
- **Share Content:** Start sharing your screen or a file.
- **Participants:** View the participants list and manage participants.
- **More:** There are additional settings available under More.



- Record to the Cloud: Start a cloud recording.
- 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.
- End (only available to the host): End or leave the meeting.

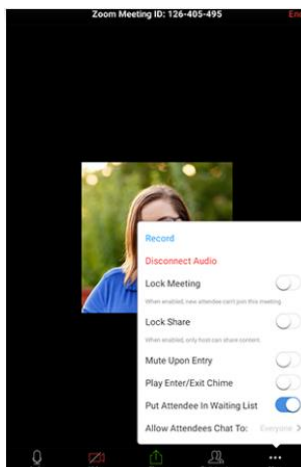


## Android

The host controls will appear at the bottom of your screen, except for End Meeting with appears at the top of your screen, next to the Meeting ID.

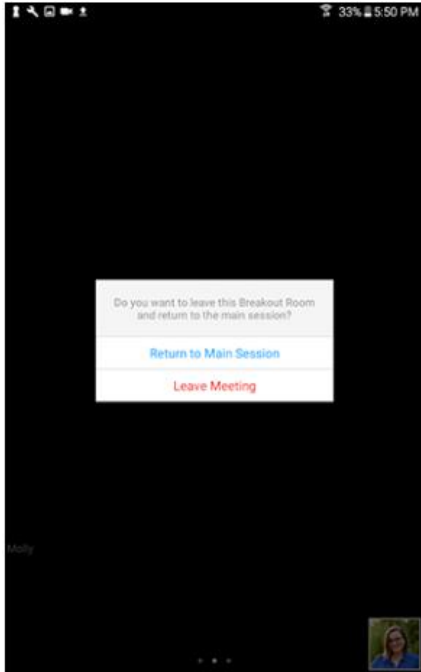


- Mute/Unmute: Mute or unmute your microphone.
- Start/Stop Video: Start or stop your own video.
- Share Content: Start sharing your screen or a file.
- Participants: View the participants list and manage participants.
- More: There are additional settings available under More



- Record to the Cloud: Start a cloud recording.
- Disconnect Audio: Disconnect your audio to join the audio a different way.
- 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 List (only available to the host): Have participants enter a waiting room where you can then admit them. Read more about waiting room.
- Allow Attendees to Chat with: Control who attendees can chat with. Read more about chat control.
- End (only available to the host): End or leave the meeting.



## Managing Participants In Meeting

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-participants-in-a-meeting>

### Overview

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio. If you want to limit who can share their screen, video, and audio, we recommend using the webinar platform. For a full comparison of these options, see our meeting and webinar comparison.

This article covers:

- Controls for hosts and co-hosts
- Order of participants
- Controls for managing participants

Prerequisites



- Host permissions in the meeting, or co-host permission (set by the host)
- Join by Zoom desktop client, mobile app, or web\*

Some options have additional prerequisites and must be enabled on the web portal or require a specific version of Zoom for full functionality. These features include giving a participant the ability to record locally, assigning a co-host, putting a participant on-hold and using the waiting room.

\*Limited controls are available when joining by web.

### Order of participants

Names in the participants list appear in the following order:

1. You
2. The host (If you're not the host)
3. Phone numbers with no names
4. Unmuted participants (sorted alphabetically)
5. Muted participants (sorted alphabetically)

### Controls for hosts and co-hosts

With 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
- Prevent participants from screen sharing
- Rename a participant
- Put a participant on hold if enabled
- Choose to play an enter or exit chime
- Lock the meeting to prevent anyone new from joining
- Place participants in waiting room or admit/remove participants from the waiting room (waiting room can only be enabled by the host)

Only hosts have access to these features:

- Give a participant the ability to record locally
- Make a participant host or co-host
- Enable waiting room

### Windows/Mac

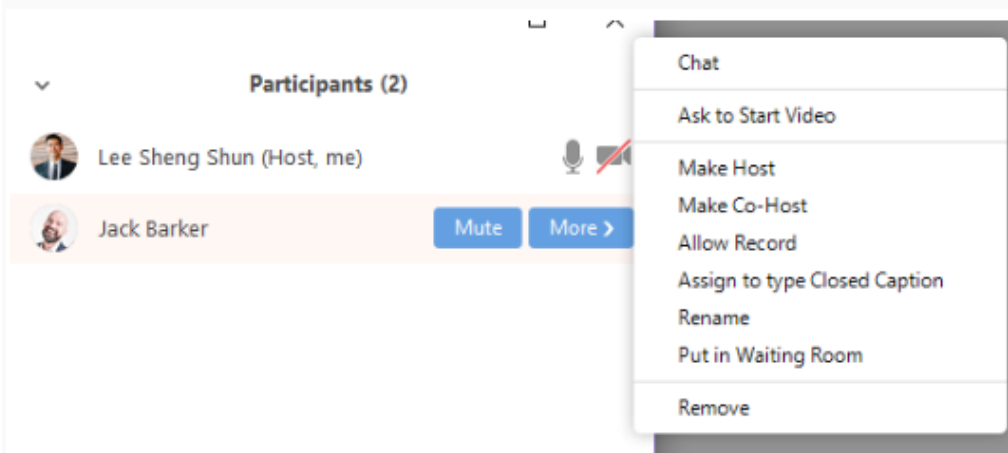
Click Manage Participants in the host controls to display the participants list:



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:



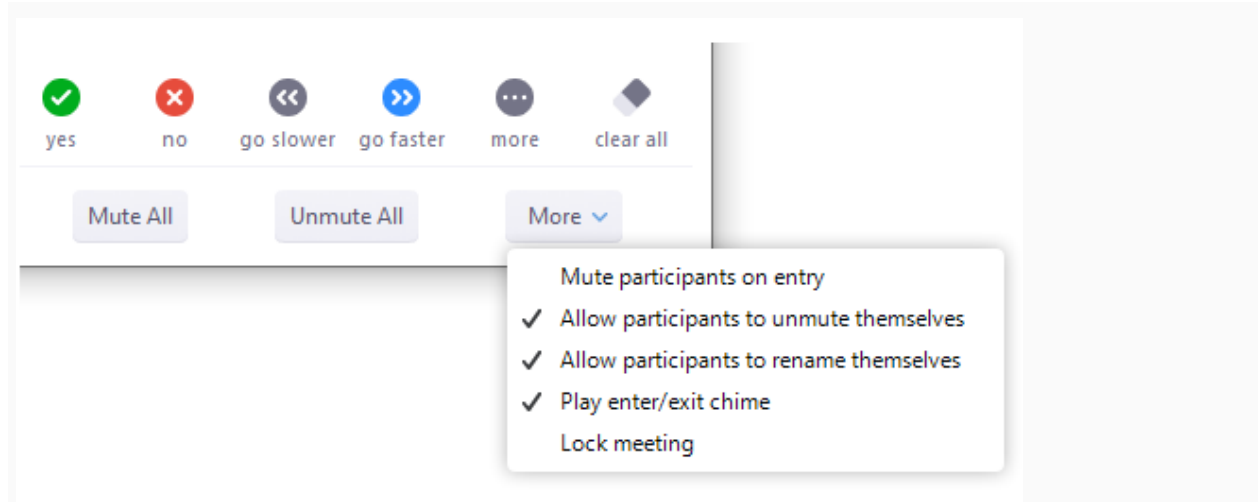
Hover over a participant and click More for these options:



- Chat: Open the chat window to send messages directly to the panelist.
- Stop Video: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- Make Host (only available to the host): Assign the attendee to be the host. There can only be one host.
- Make Co-Host (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- Allow Record (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- Assign to type Closed Caption (only available to the host): Assign the attendee to type closed caption during the meeting.
- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
Note: To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.
- Put in Waiting Room: Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- Put On Hold: If the waiting room is not enabled, you'll see this option to place the attendee on hold.

- Remove: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

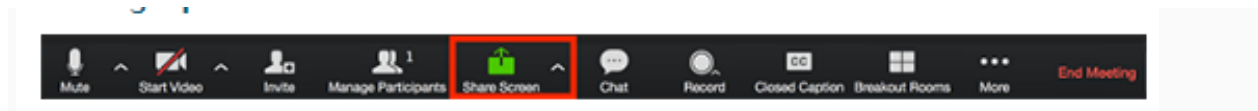
You will also have access to enable or disable these options at the bottom of the participants list:



- Mute All / Unmute All: Mute or unmute all participants currently in the meeting.
- Mute participants on entry: Automatically mute participants as they join the meeting.
- Allow participants to unmute themselves: Participants can unmute themselves if they want to speak to others in the meeting.
- Allow participants to rename themselves: Participants can change their screen name displayed to other participants.
- Play enter/exit Chime: Play a sound when participants join and leave the meeting
- Lock meeting: Don't allow other participants to join the meeting in progress.
- Merge to meeting window: Merge the participants list with the main meeting window. This option is only available if you separated the participants list from the main meeting window.

To prevent participants from screen sharing:

1. In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options.



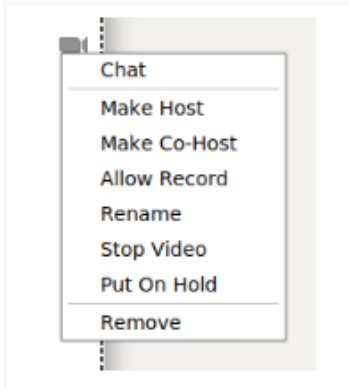
1. Under Who can share? choose Only Host.
2. Close the window.

## Linux

Click Manage Participants in the host controls to display the participants list.



Hover over a participant and click More for these options:



- Make Host (only available to the host): Assign the attendee to be the host. There can only be one host.
- Make Co-Host (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- Allow Record (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- Assign to type Closed Caption (only available to the host): Assign the attendee to type closed caption during the meeting.
- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
Note: To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.
- Stop Video: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- Put On Hold: Place the participant on hold, removing them from the video and audio conference. The Allow host to put attendee on hold option must be enabled prior to starting the meeting. See Attendee on Hold for details.
- Remove: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

You will also have access to enable or disable these options at the bottom of the participants list:



- Mute All / Unmute All: Mute or unmute all participants currently in the meeting.
- Mute participants on entry: Automatically mute participants as they join the meeting.
- Play enter/exit chime: Play a sound when participants join and leave the meeting

- Lock meeting: Don't allow other participants to join the meeting in progress.

To prevent participants from screen sharing:

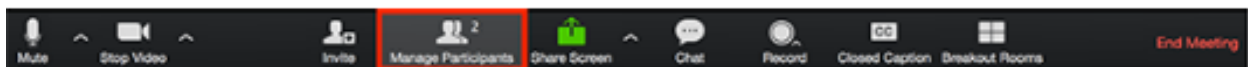
1. In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options.



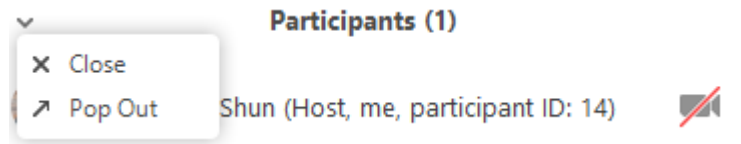
1. Under Who can share? choose Only Host.
2. Close the window.

## Chrome OS

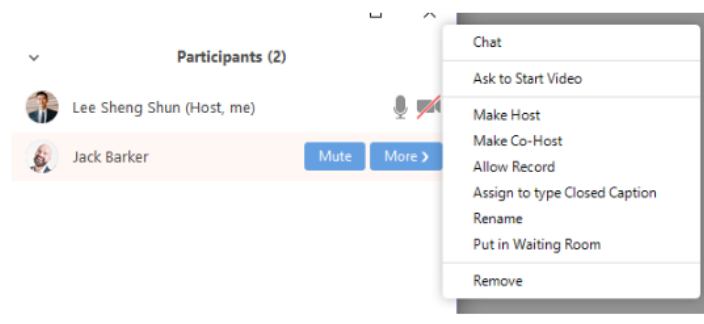
Click Manage Participants in the host controls to display the participants list:



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:



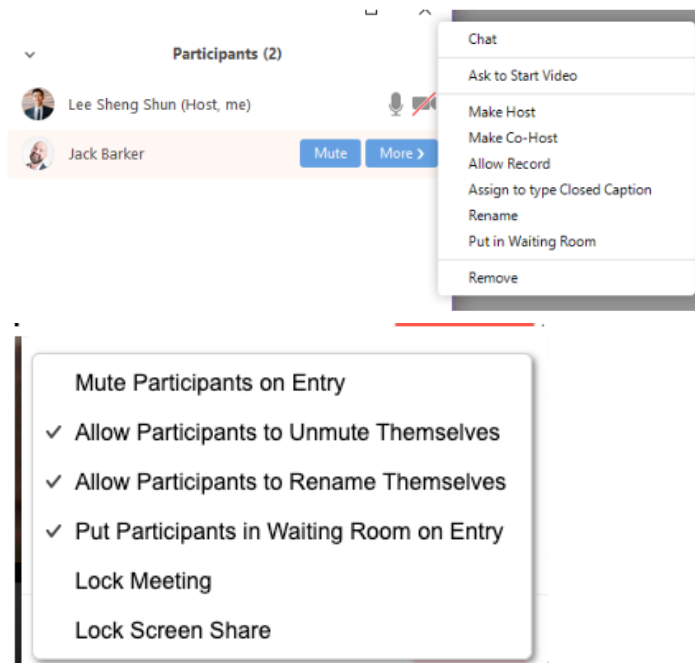
Hover over a participant and click More for these options:



- Chat: Open the chat window to send messages directly to the panelist.
- Stop Video: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- Make Host (only available to the host): Assign the attendee to be the host. There can only be one host.

- Make Co-Host (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- Allow Record (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- Assign to type Closed Caption (only available to the host): Assign the attendee to type closed caption during the meeting.
- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
Note: To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.
- Put in Waiting Room: Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- Put On Hold: If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- Remove: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

You will also have access to enable or disable these options at the bottom of the participants list by clicking More:



- Mute All / Unmute All: Mute or unmute all participants currently in the meeting.
- Mute participants on entry: Automatically mute participants as they join the meeting.
- Allow participants to unmute themselves: Participants can unmute themselves if they want to speak to others in the meeting.
- Allow participants to rename themselves: Participants can change their screen name displayed to other participants.
- Lock meeting: Don't allow other participants to join the meeting in progress.

- Merge to meeting window: Merge the participants list with the main meeting window. This option is only available if you separated the participants list from the main meeting window.

To prevent participants from screen sharing:

1. In the host controls, click the arrow next to Share Screen and click Advanced Sharing Options.

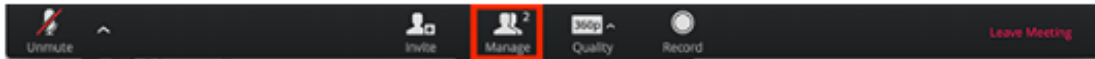


1. Under Who can share? choose Only Host.
2. Close the window.

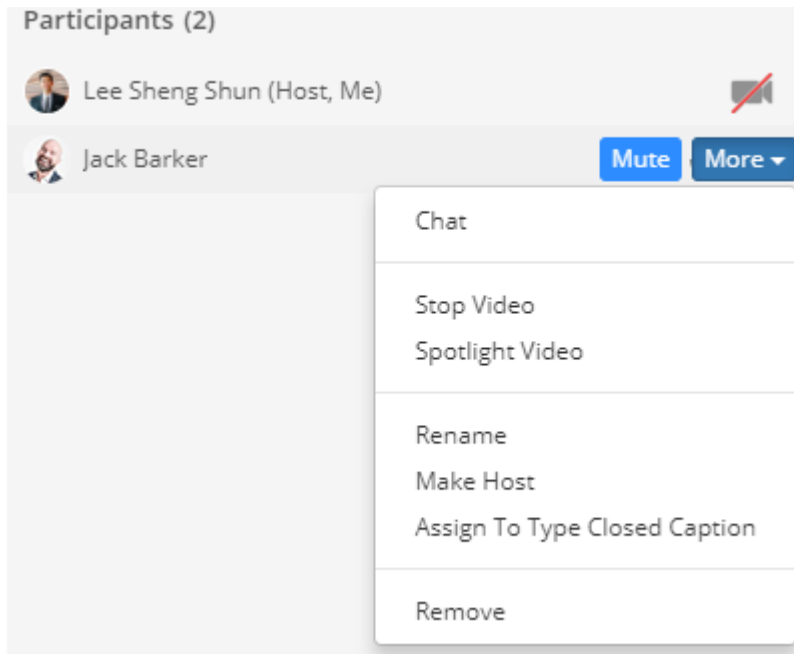
## Web

When joining via web, you will have limited functionality in managing participants.

1. In the host controls, click Manage to display the participants list.

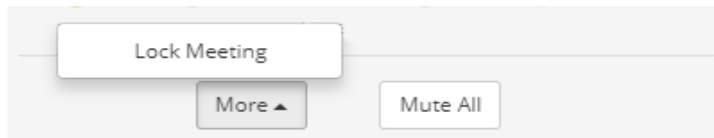


Hover over a participant and click **More** for these options:



- **Stop Video:** Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Spotlight Video:** Place the attendee as the active speaker for all attendees. Learn more.
- **Rename:** Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
**Note:** To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Assign to type Closed Caption** (only available to the host): Assign the attendee to type closed caption during the meeting.
- **Remove:** Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

You will also have access to enable or disable these options at the bottom of the participants list:

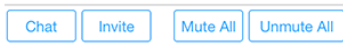
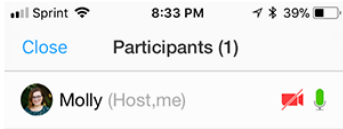


- Mute All / Unmute All: Mute or unmute all participants currently in the meeting.
- Mute participants on entry: Automatically mute participants as they join the meeting.
- Play enter/exit chime: Play a sound when participants join and leave the meeting
- Lock meeting: Don't allow other participants to join the meeting in progress.

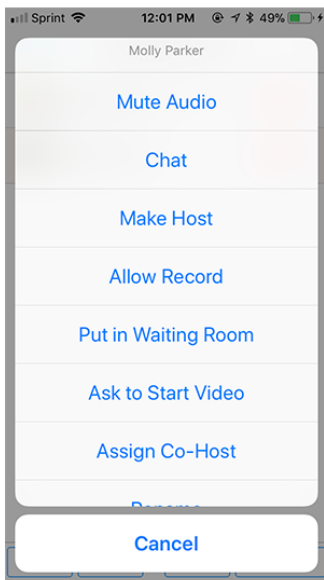
## iOS

Tap Participants in the host controls to display the participants list.





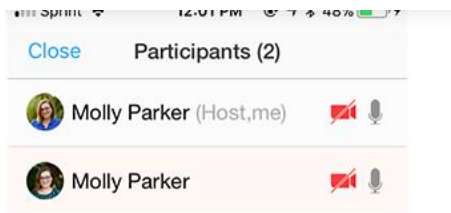
Tap a participant's name to manage a specific participant.



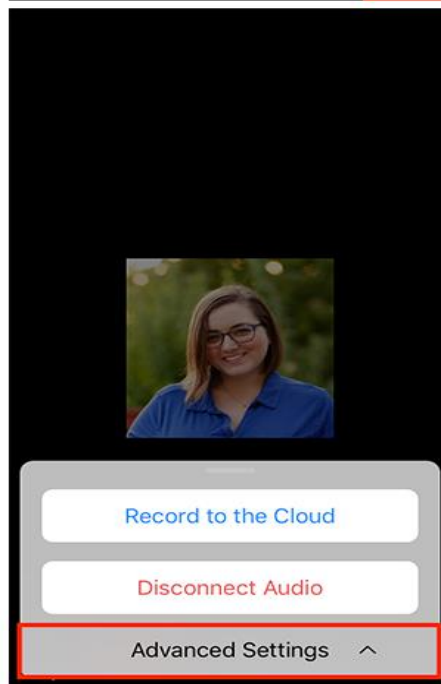
- **Mute Audio:** Mute the attendee's audio.
- **Make Host (only available to the host):** Assign the attendee to be the host. There can only be one host.
- **Allow Record (only available to the host):** Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold:** If the waiting room is not enabled, you'll see this option to place the attendee on hold.

- Stop Video: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the Ask to Start Video option.
- Make Co-Host (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.  
Note: To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.
- Remove: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.

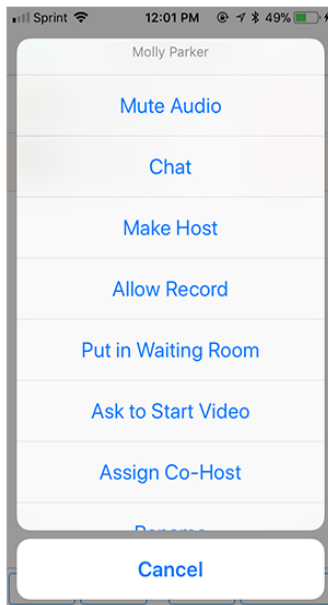
You can chat with the participants, invite others, mute or unmute all with the options at the bottom of the window.



To lock the meeting or the screen share, mute participants upon entry, play the enter/exit chime, or put attendees into the waiting room upon entry, tap More then Advanced settings in the host controls.



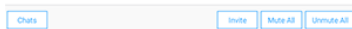
This will open the additional options for managing participants:



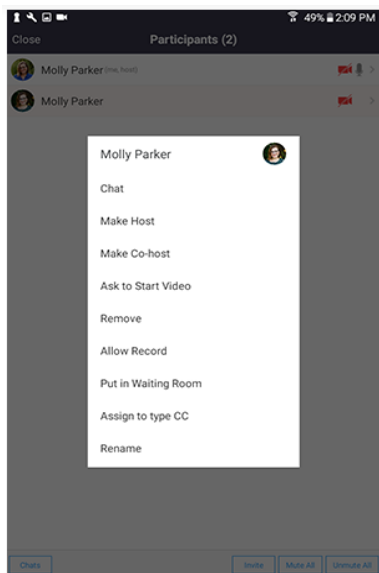
- Lock meeting: Don't allow other participants to join the meeting in progress.
- Lock Share: Prevent attendees from screen sharing.
- Mute on Entry: Automatically mute participants as they join the meeting.
- Play enter/exit Chime: Play a sound when participants join and leave the meeting
- Put Attendee in Waiting Room on Entry: Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- Allow Attendees to Chat with: Control whether attendees can with other attendees or only the host.

## Android

Tap **Participants** in the host controls to display the participants list.



Tap a participant's name to manage a specific participant.



- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Stop Video**: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Remove**: Dismiss a participant from the meeting.

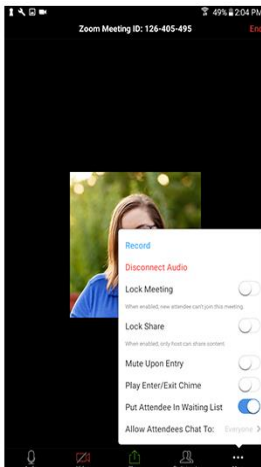
- Allow Record (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- Put in Waiting Room: Place attendees in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear. [Learn more.](#)
- Put On Hold: If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- Assign to type CC (only available to the host): Assign the attendee to type closed caption during the meeting.
- Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.

Note: To change your own name that is displayed, hover over your name in the participants list and click Rename. You can permanently change your name in your profile.

You can chat with the participants, invite others, mute or unmute all with the options at the bottom of the window.



Tap **More** in the host controls to open the additional options for managing participants:



## Displaying Participants In Gallery View

<https://support.zoom.us/hc/en-us/articles/360000005883-Displaying-participants-in-gallery-view>

### Overview

Gallery view lets you see thumbnail displays of participants, in a grid pattern, which expands and contracts as participants join and leave the meeting. Depending on your CPU, you can display up to 49 participants in a single screen of the gallery view. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page. view up to 1,000 thumbnails by clicking the right or left arrows in gallery view to display the next 49 participants.

Note: While using dual monitors in the desktop client gallery view will still only be shown on one monitor.

### Prerequisites

Requirements for displaying up to 49 thumbnails per page:

- Zoom Desktop Client for macOS or Windows version 4.1.x.0122 or later
- Intel i7 or equivalent CPU
- Dual core processor for a single monitor
- Quad core processor for dual monitors

### Windows/Mac

To display up to 49 participants on a single screen of the Gallery View:

1. Sign in to the Zoom client.
2. Click Settings, and then click Video to display the video settings page.
3. Enable the option Display up to 49 participants per screen in Gallery View.  
Note that if your computer does not meet the CPU requirements, this option is unavailable.
4. Start or join a meeting.
5. Click Gallery View in the top-right corner.  
If the meeting has 49 or fewer attendees, all of them are displayed on a single page. If more than 49 attendees are in the meeting, 49 thumbnails are displayed on each page.



**Note:** You may need to change to full-screen mode or adjust the size of your window to accommodate all 49 thumbnails.

## Android/iOS

The Zoom mobile app on Android and iOS supports active speaker or gallery view.

1. Start or join a meeting. By default, the Zoom mobile app displays the active speaker view. If one or more participants joins the meeting, you will see a video thumbnail in the bottom-right corner.



Swipe left from the active speaker view to switch to gallery view.



You can view up to 4 participants' video at the same time. You can keep swiping left to view more participants' video.



Swipe right to the first screen to switch back to active speaker view.



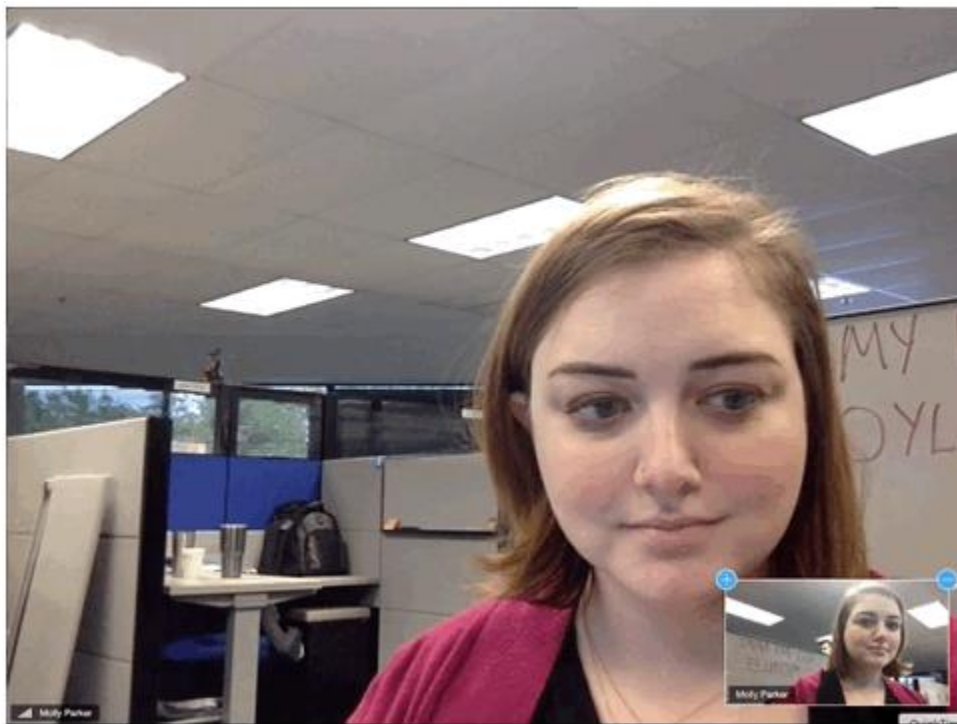
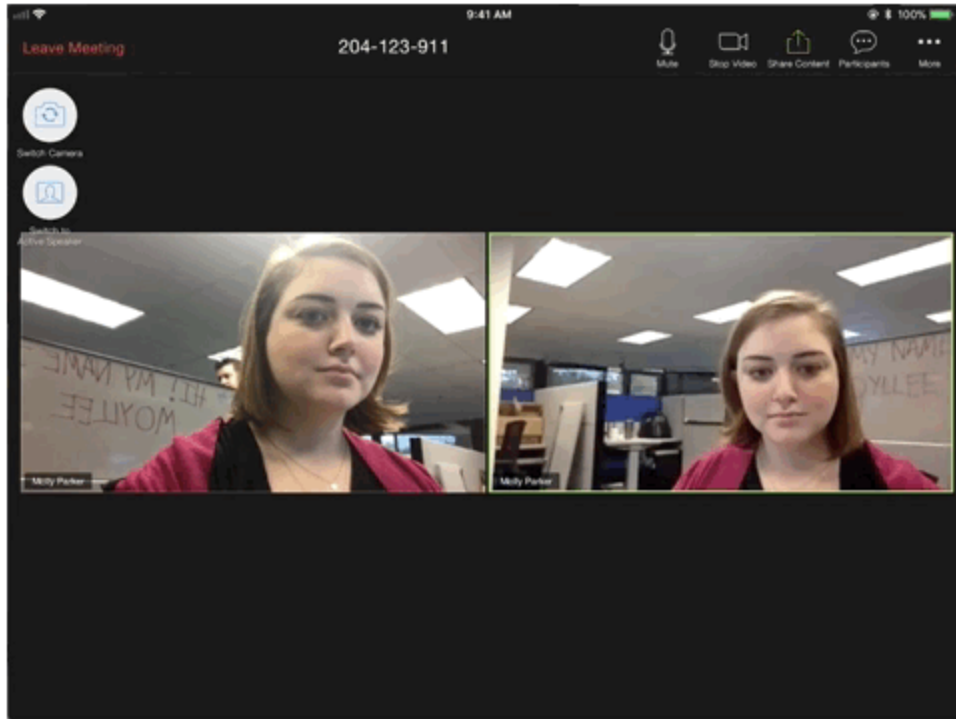


## iPAD

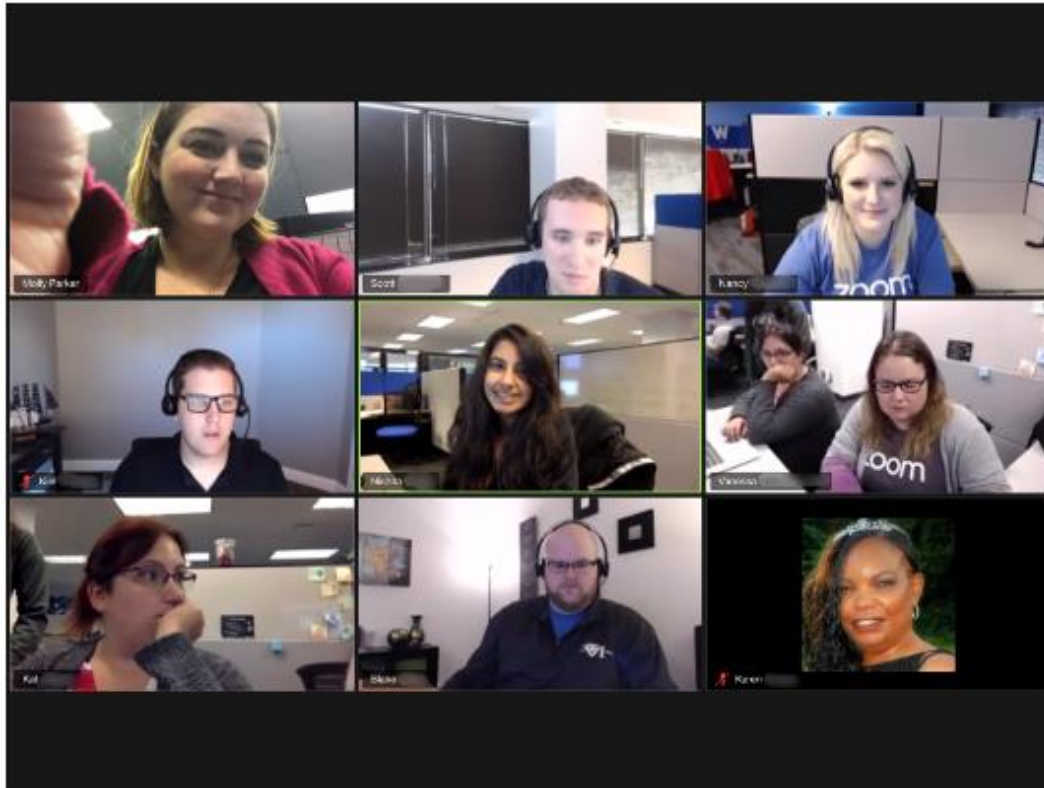
The Zoom mobile app on iPad supports active speaker or gallery view. Gallery view allows you to see up to 9 participants at once.

1. To switch from active speaker view, tap Switch to Gallery View in the upper-left corner of the Zoom window. If you do not see the controls, tap your screen to get them to appear.





This will switch into gallery view. You can view up to 9 people at a time.



To switch back to active speaker, tap the screen to view the controls and tap **Switch to Active Speaker** in the upper left corner of the Zoom window.



## Enabling and Adding A Co-Host

<https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host>

### Overview

The co-host feature allows you to share hosting privileges with another user in a meeting or webinar. This can be useful to allow another user to manage the administrative side of the meeting, such as muting participants or starting/stopping the recording.

Co-hosts are assigned during a meeting and cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

Note: By default, meetings hosted by On-Prem users with on-premise meeting connectors, can not assign co-host rights to another participant. This option must be enabled by [Zoom support](#).

This article covers:

- [Enabling co-host](#)
- [Using co-host in a meeting](#)

### Prerequisites

- Zoom Desktop Client
  - Windows: 3.5.24604.0824 or higher
  - macOS: 3.5.24604.0824 or higher
  - Linux: 3.5.24604.0824 or higher
- Zoom Mobile App
  - Android: 3.5.24989.0826 or higher
  - iOS: 3.5.24989.0826 or higher
- Pro, Business, Education, or API Partner plan

### Enabling co-host

#### Account

To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click Account Settings.
2. Navigate to the Co-host option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

#### Co-host

Allow the host to add co-hosts. Co-hosts have the same in-meeting controls as the host.



1. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.

## Group

To enable the co-host feature for all members of a specific group:

1. Sign into the Zoom web portal as an administrator with the privilege to edit User groups, and click Group Management.
2. Click the name of the group, then click the Settings tab.
3. Navigate to the Co-host option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.



1. Note: If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.
2. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click Lock to confirm the setting.

## User

To enable the co-host feature for your own use:

1. Sign into the Zoom web portal and click My Meeting Settings (if you are an account administrator) or Meeting Settings (if you are an account member).
2. Navigate to the Co-host option on the Meeting tab and verify that the setting is enabled. If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

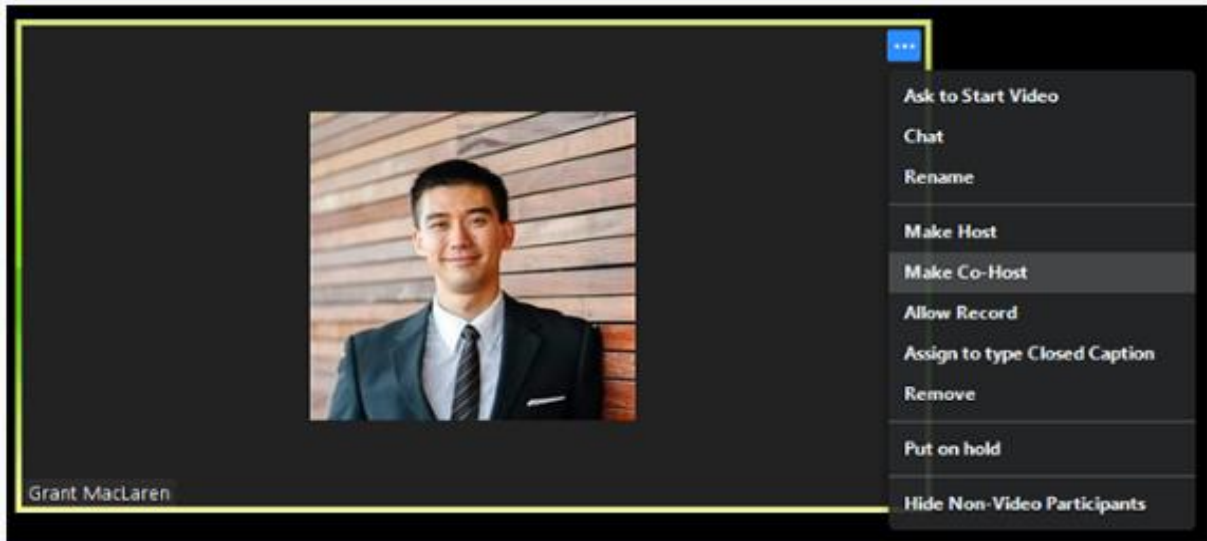


1. Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

## Using co-host in a meeting

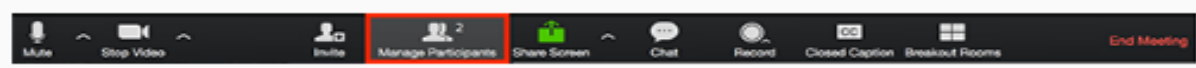
There are two ways that you can make a user a co-host.

- In the meeting, the host hovers over the user's video, clicks on the three dots and chooses Make Co-Host.

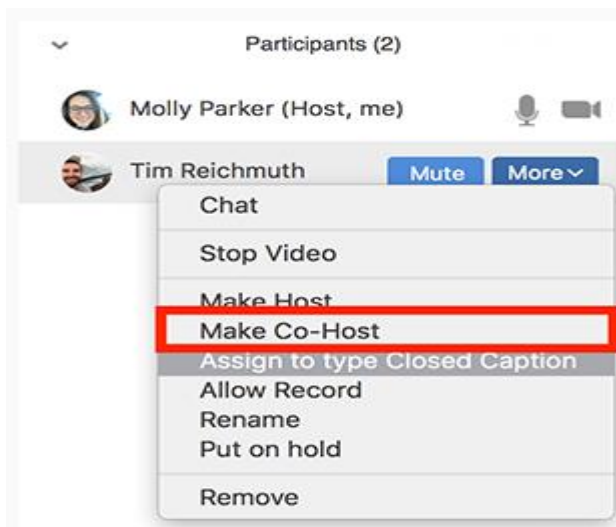


Alternatively, the host can make another participant a co-host through the Participants window.

1. Click on Manage Participants in the meeting controls at the bottom of the Zoom window.



1. Hover over the name of the participant who is going to be a co-host, and choose More.
2. Click Make Co-Host.



Once a participant has been made a Co-host, they'll have access to the co-host controls.

## In-Meeting File Transfer

<https://support.zoom.us/hc/en-us/articles/209605493-In-Meeting-File-Transfer>

### Overview

In-Meeting file transfer allows you to send files to other meeting participants during the meeting through the in-meeting chat.

This article covers:

- [Enabling In-Meeting File Transfer](#)
  - [For Your Account](#)
  - [For a Group](#)
  - [For Your Own Use](#)
  - [Limiting Shareable File Types](#)
- [Using In-Meeting File Transfer](#)

### Prerequisites

- Windows Version 3.5.44008.0314 or higher
- Mac Version 3.5.44022.0314 or higher

### Enabling In-Meeting File Transfer

#### For Your Account

To enable the In-Meeting file transfer feature for all members of your organization:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click Account Management > Account Settings.
3. Navigate to the File Transfer option on the Meeting tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

#### File transfer

Hosts and participants can send files through the in-meeting chat. This option cannot be enabled if the End-to-end encryption option is enabled.



1. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click Lock to confirm the setting.

#### For a Group

To enable the In-Meeting file transfer feature for all members of a specific group:

1. Sign in to the Zoom web portal as an administrator with the privilege to edit groups.
2. Click User Management > Group Management.
3. Click the name of the group, then click the Settings tab.
4. Navigate to the File Transfer option on the Settings tab and verify that the setting is enabled.  
If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

#### File transfer

Hosts and participants can send files through the in-meeting chat. This option cannot be enabled if the End-to-end encryption option is enabled.



1. Note: If the option is grayed out, it has been locked at the Account level, and needs to be changed at that level.
2. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click Lock to confirm the setting.

#### For Your Own Use

To enable the In-Meeting file transfer feature for your own use:

1. Sign in to the Zoom web portal.
2. Click Settings.
3. Navigate to the File Transfer option on the Meeting tab and verify that the setting is enabled.  
If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose Turn On to verify the change.

#### File transfer

Hosts and participants can send files through the in-meeting chat. This option cannot be enabled if the End-to-end encryption option is enabled.



1. Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

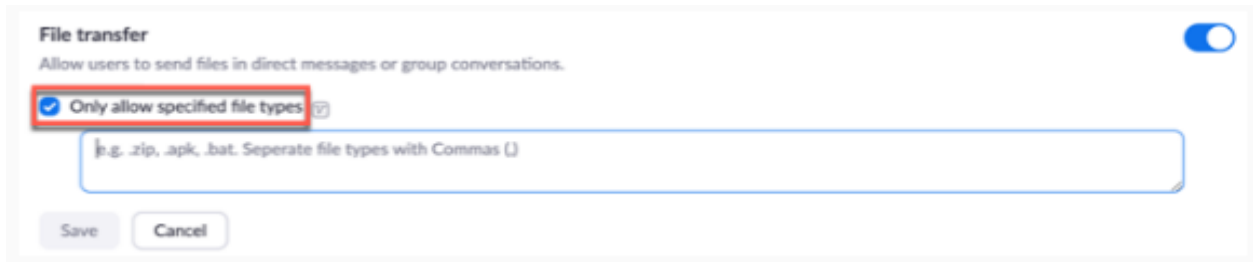
#### Limiting the File Types That Can be Shared

For security purposes, the file types/file extensions that can be shared via file transfer can be limited at the account level, by the account owner or an admin on the account.

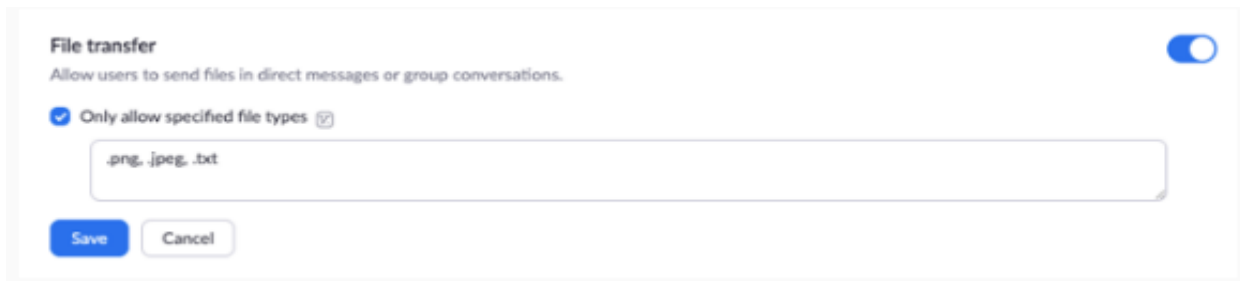
1. Sign into the Zoom web portal as an administrator with the privilege to edit account settings.
2. Click Account Management > IM Management



3. Click the IM Settings tab.
4. Navigate to the File Transfer option
5. Enable Only allow specified file types.



Enter the allowed file types/extensions, with a comma to separate each extension.



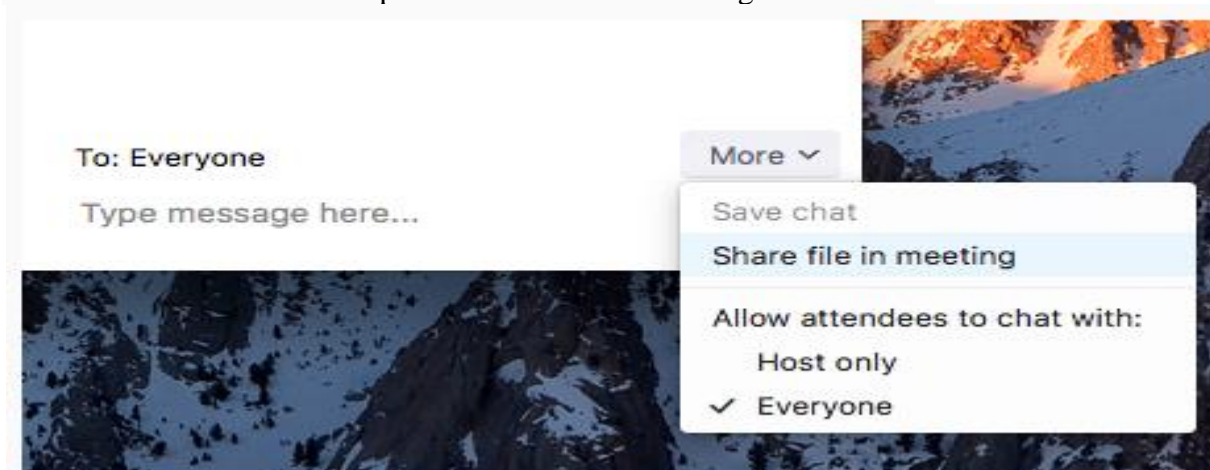
1. Click Save.

Using In-Meeting file transfer

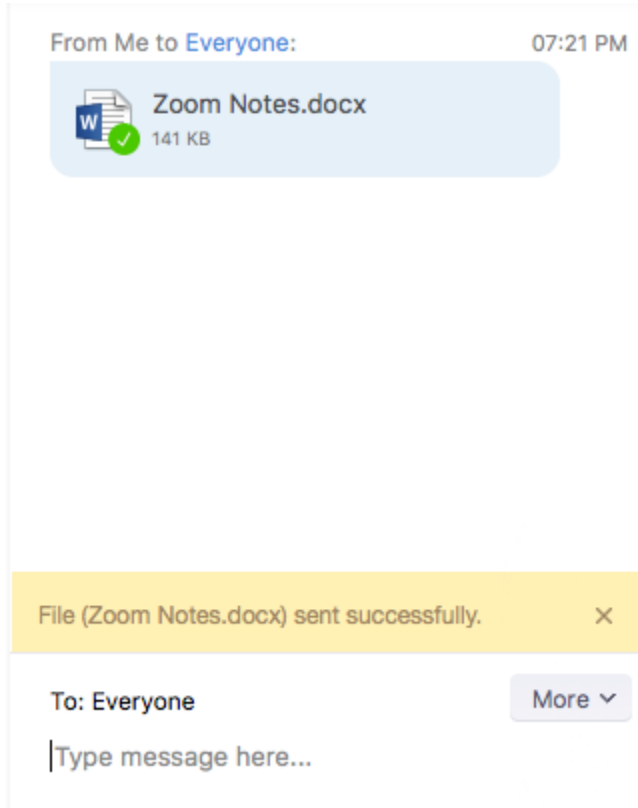
1. During a Zoom meeting click on Chat.



Select More and choose the option to Share file in meeting to send a file.



The following indication will be seen once the file is successfully sent.

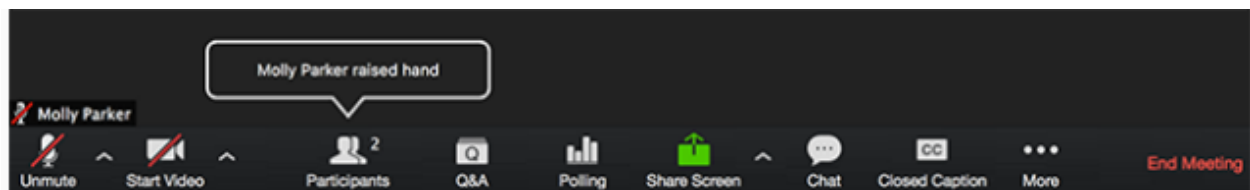


The participants will see a notice when a file is sent and will be given the option to download the file. Once Download is selected, they will be able to view the file.

## Managing Raised Hands as a Host or Panelist

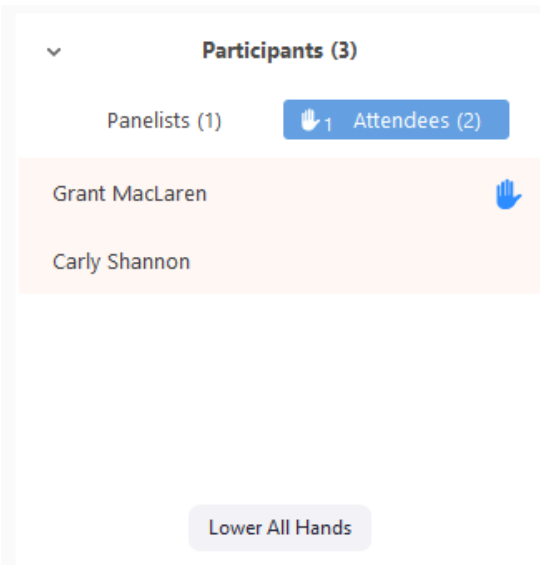
<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>

As the host or a panelist, you will be notified when an attendee raises their hand.



You can see who has their hands raised at any time by viewing the participants list:

1. Click Participants in the meeting controls.
2. Click the Attendees tab



1. Note: Participants are displayed in the following order.
    1. Participants allowed to talk.
    2. Participants with their hand raised. Participants that raised their hand first are displayed at the top.
    3. Participants without their hand raised.
  2. Hover over a participant with their hand raised for these options:
    - Allow to talk: Allow the participant to talk and unmute their mic. The participant will receive a prompt to confirm if they want to unmute or stay muted. If you already allowed a participant to talk but they decided to stay muted, click Unmute to prompt them to unmute their mic.
    - Disable talking: If you allowed a participant to talk, this will revoke the participant's ability to talk. The participant will stay muted.
    - Lower Hand: Lower the participant's hand. Their position in the participants will move down after the participants with their hand raised.
- Click Lower All Hands at the bottom of the participants list to lower all raised hands.