

## Host and co-host controls in a meeting

### Overview

Host controls allow you as the host to control various aspects of a 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



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.
- **Security:** Access in-meeting security options.
- **Manage Participants:** Opens the window to manage participants and invite others to join the meeting.
- **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. When you are screen sharing, the controls will appear at the top of your screen, but you can drag it to another location.
  - **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** (only available to the host): Display the following two options.
  - **End Meeting for All:** End the meeting for yourself and all participants.
  - **Leave Meeting:** Leave the meeting. You will be prompted to assign a host so that the meeting can continue.



**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.
- **Security**: Access [in-meeting security options](#).
- **Manage Participants**: Opens the window to [manage participants](#) and [invite others to join the meeting](#).
- **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** (only available to the host): Display the following two options.
  - **End Meeting for All**: End the meeting for yourself and all participants.
  - **Leave Meeting**: Leave the meeting. You will be prompted to assign a host so that the meeting can continue.

#### Web

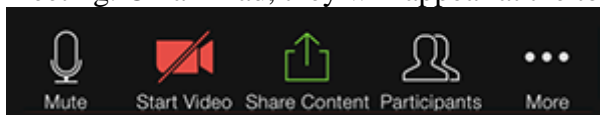
The host controls will appear at the bottom of your screen.



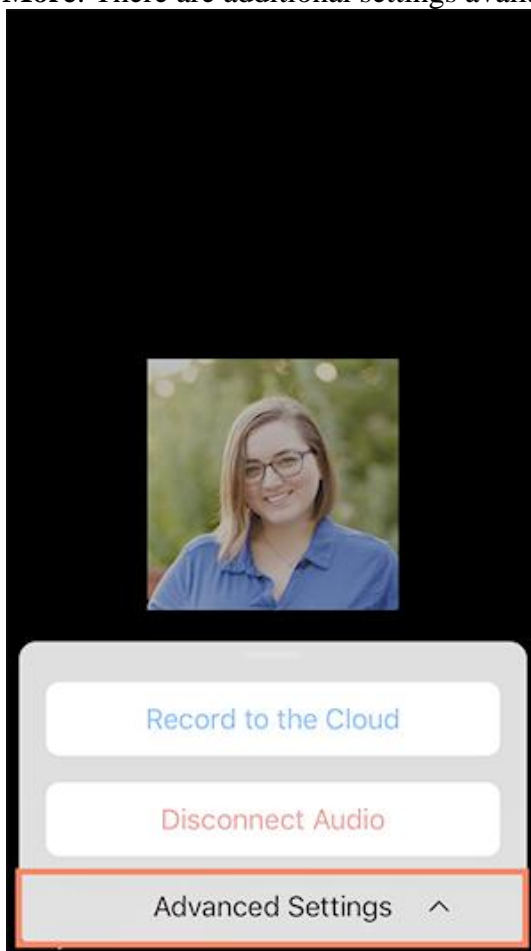
- **Join Audio:** Open the options to join the audio portion of the meeting.
- **Invite:** Invite by copying the invitation, the join link, or by phone or room system (if available for your account).
- **Manage:** View the participants list and manage participants.
- **Record:** Start a cloud recording.
- **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.

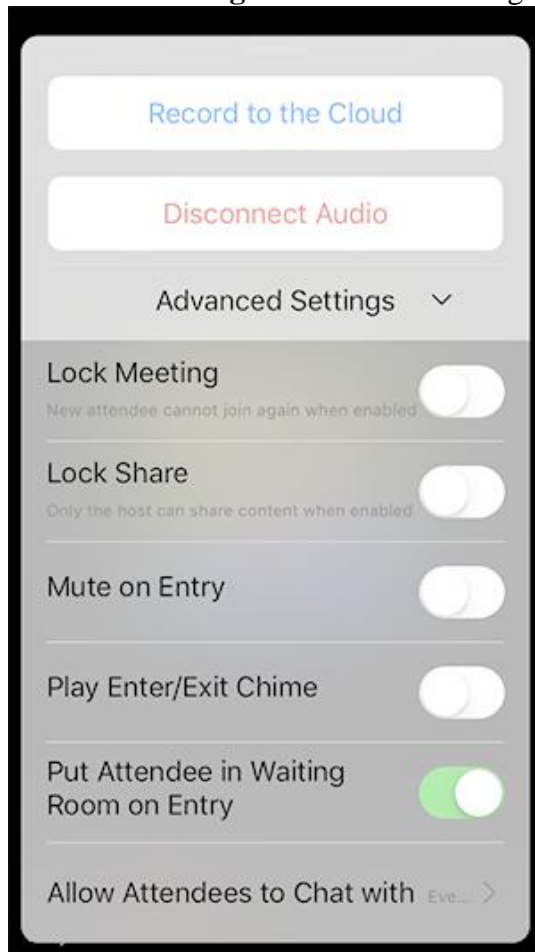


- **Mute/Unmute:** Mute or unmute your microphone.
- **Start/Stop Video:** Start or stop your own video.
- **Share Content:** Start sharing your screen or a file.
- **Participants:** View the participants list and manage participants.
- **More:** There are additional settings available under **More**.



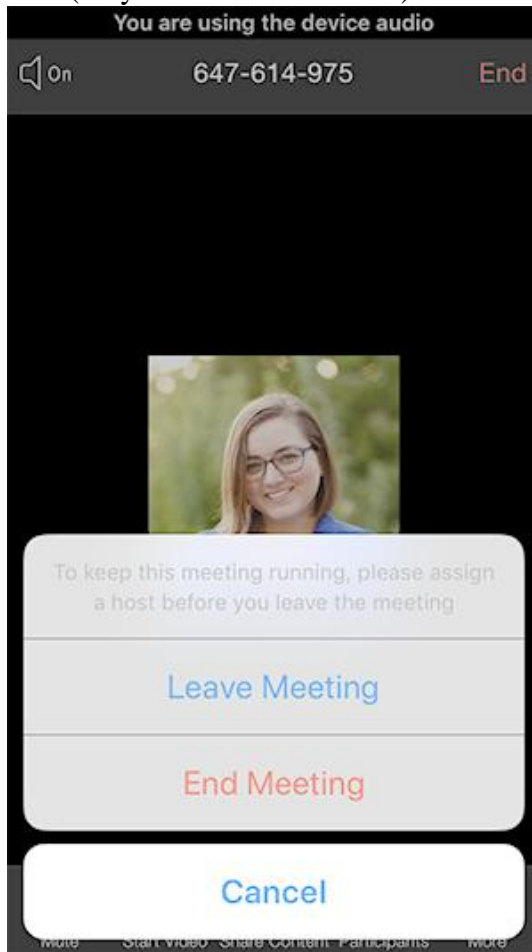
- **Record to the Cloud:** Start a cloud recording.
- **Disconnect Audio:** Disconnect your audio to join the audio a different way.

- **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.

- **End** (only available to the host): End or leave the meeting.



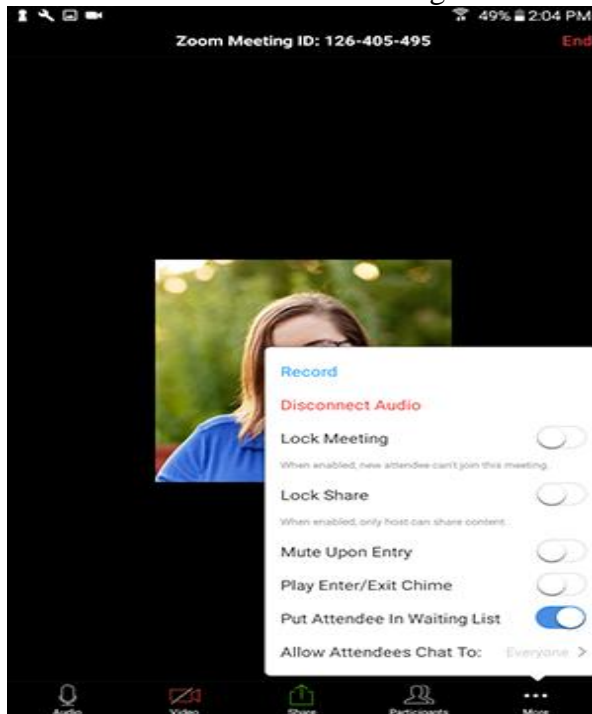
## **Android**

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.
- **Allow Attendees to Chat with:** Control who attendees can chat with.
- **End** (only available to the host): End or leave the meeting.

