

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](#)

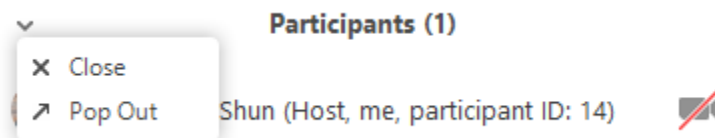
Controls for managing participants



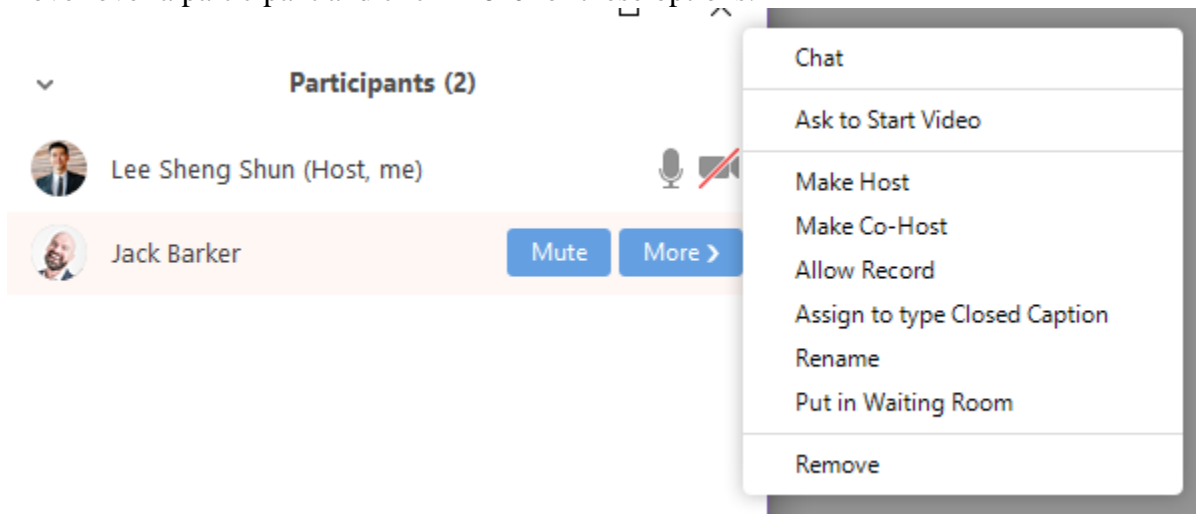
1. Click **Manage Participants** in the host controls to display the participants list:



2. 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:

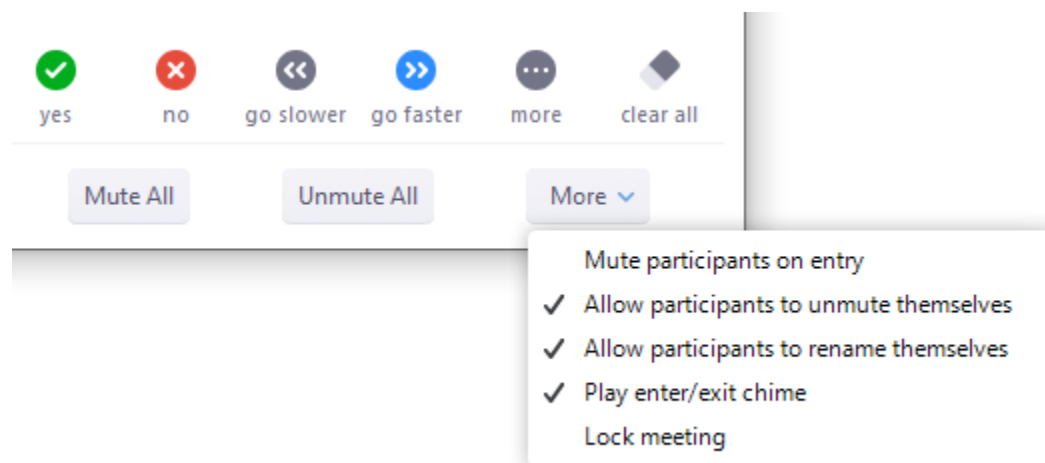


3. Hover over a participant and click **More** for these options:



- **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.
- **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:



- **Invite:** [Invite others to join the meeting](#).
- **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**.



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