

zoom

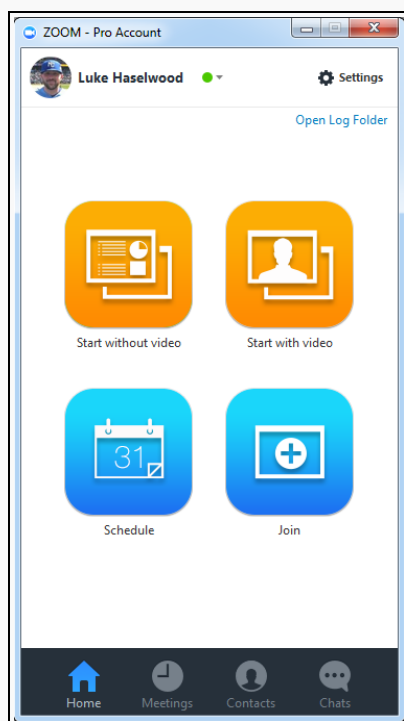
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What Are The Host Controls?

You are the host of the meeting if:

- You started the instant meeting
- You scheduled the meeting and started the meeting
- You joined the meeting and claimed the host role
- You are given the host role during a meeting



What options do I have as a host?

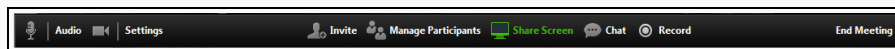
The "Host" of the meeting will have control over all functions and features in the meeting. To access these controls select "Manage Participants" located in your in-meeting zoom menu bar (toggle mouse to view).

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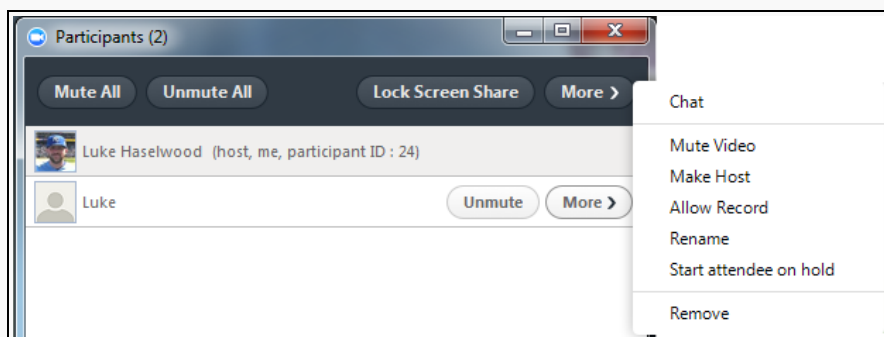
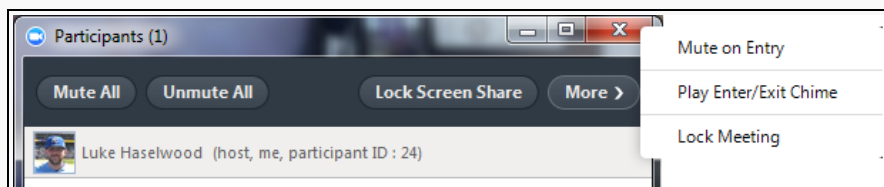
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- Mute/Unmute All: mute/unmute all participants in meeting - you will be given the option (checkbox) to allow or not allow participants to unmute
- Lock Screen sharing: by selecting lock screen sharing, other participants will not be able to share screen.
- Mute on Entry: participants will automatically mute as they enter the meeting
- Play Enter/Exit Chime: plays a sound as participants join and leave the meeting
- Lock meeting: you can lock your meeting so that no other participants may join
- Stop Video: stop participant's video stream (unable to start video)
- Make host: you can grant another participant permission to be the host of the meeting - the host of the meeting can also Reclaim Host after making another participant the host of the meeting
- Remove: you can kick/boot participant(s) from the meeting
- Allow record: you can allow other participants the option of recording the meeting (To learn more about recording please [click here](#))
- Rename: rename the attendee name selection
- Start attendee on hold: Place the participant "on-hold", removing them from the video and audio conference - *you must have [Start attendee on hold](#) selected in your [Profile Settings](#) prior to starting the meeting



Note:

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