Bard Information Technology

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Host and Co-Hosts in Zoom

As a Host you can assign other roles to meeting participants in Zoom.

The Host is the user that scheduled the meeting. They have full permissions to manage the meeting. There can only be one host of a meeting. You can even make someone else the Host during a meeting.

- **Co-hosts**: Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees. The host must assign a co-host during the meeting. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an alternative host.

- **Alternative hosts**: Shares the same controls as co-hosts, but can also start the meeting. Hosts can assign alternative hosts when they schedule a meeting.

For a complete listing of meeting controls for different roles, see:
https://support.zoom.us/hc/en-us/articles/360040324512-Roles-in-a-meeting

Assign a Co-Host Role

1. Once the person you want to make a co-host is in the Zoom meeting, click on **Participants** in the bottom toolbar. You should then see any and all participants who are currently in the Zoom meeting in a panel on the right side of the window.

2. Put your cursor over their name in the browser until you see **More**.

3. Click **More** and then select **Make Co-Host** in the menu that appears. Next to their name you will then see **Co-Host**. Use this same menu to unassign a role as well. Note the other options in the menu which can be applied.