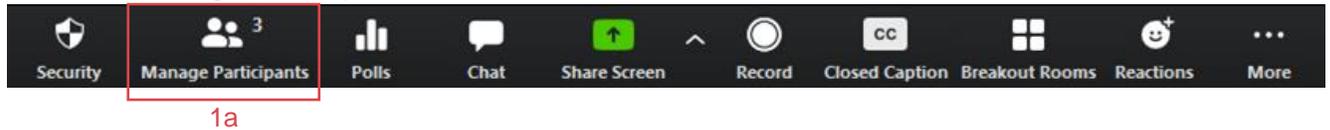


As the host or co-host in a meeting, you can manage the participants in the meeting. This function is commonly used to avoid meeting disturbance.

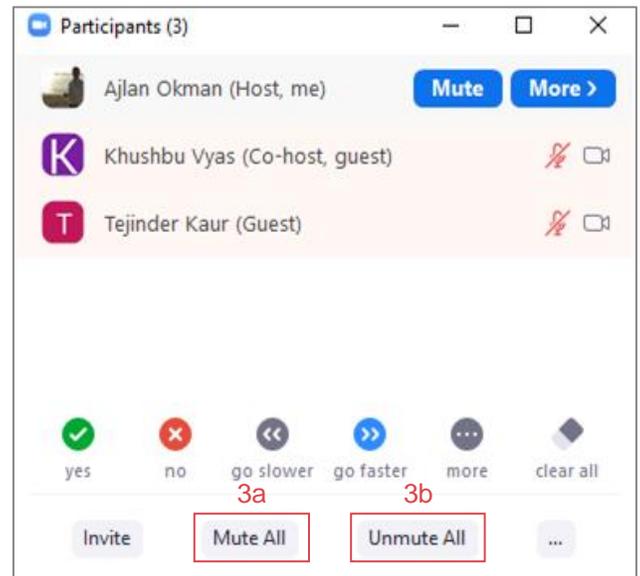
1 Click on **Manage Participants**(1a) to view the



2 To manage your participant window view, click the **drop-down menu**(2a) located at the top-left corner to **Close**(2b) the participants list or click **Pop Out**(2c) to separate the participants list from the meeting window:



3 To decrease the disturbance, it is possible to enforce rules to participants. You can manage participant microphones in bulk by clicking **Mute All**(3a) to mute all participants except host on call or **Unmute All**(3b) to unmute.



This guideline is prepared for meeting hosts with Zoom v4.6

4 To manage participants individually, hover on the participant that you would like to manage from the participant list and click **More**(4a). You can execute following actions from the More Menu.

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: Assign the attendee to be the host. There can only be one host.

Make Co-Host: Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.

Allow Record: Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.

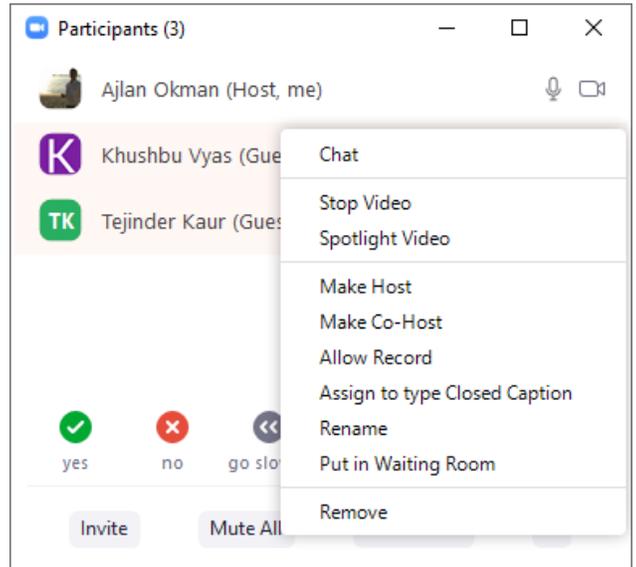
Assign to type Closed Caption: Assign the attendee to type closed caption during the meeting

Rename: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.

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.

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

Stop Participant's Sharing*: Stop the selected participants screen sharing. (This option will be visible for only the participant's who are sharing their screen. This option will be available only if participant is sharing screen.



* Check individual guidelines for more information about this topic

5 To enforce anti-disturbance rules on your meeting room click on **⋮(4a)** icon to view option menu. You can execute following actions from the More Menu.

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.

* Option is not available in full screen mode and when participant window is already merged.

