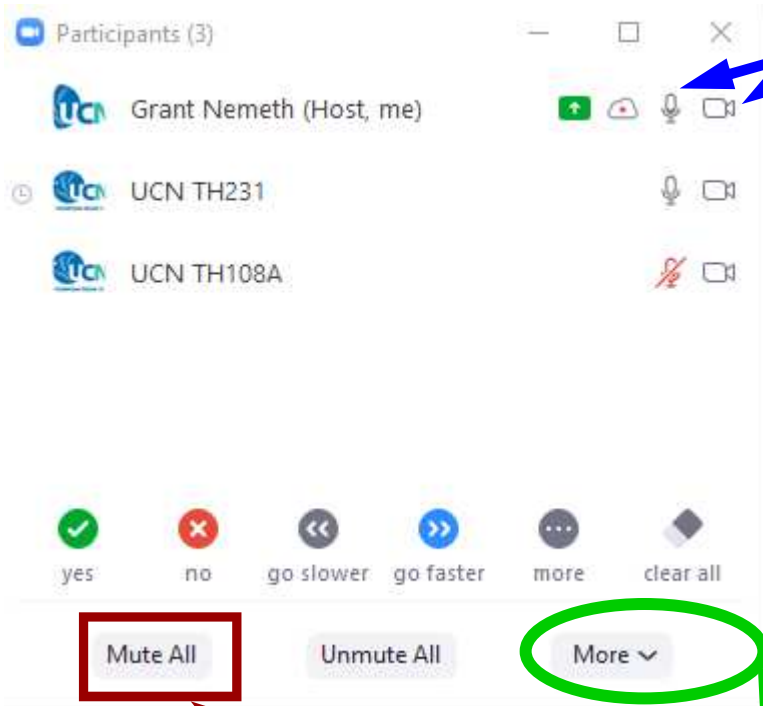
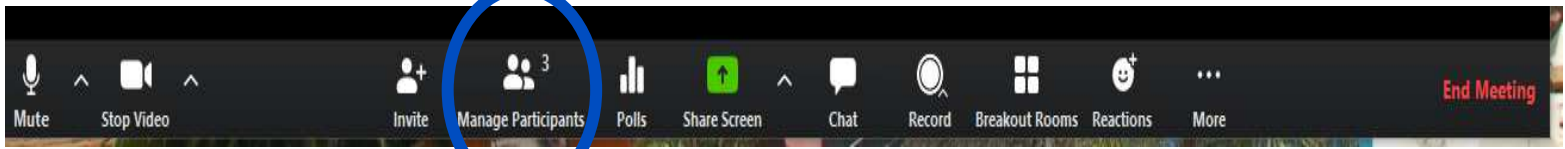


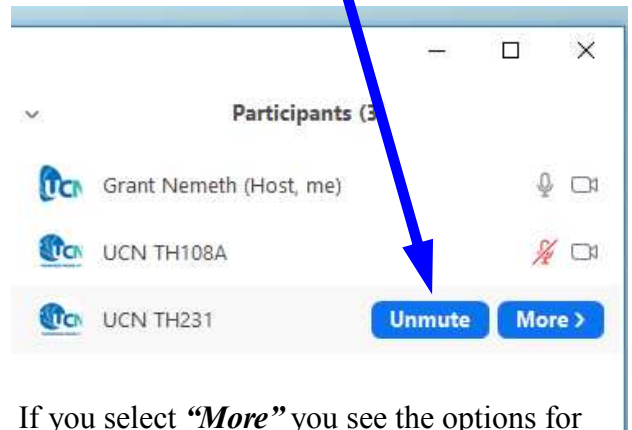
Controlling participants in a Zoom meeting as the host:

As the host of the meeting, you have some control over the participants and what they can do.

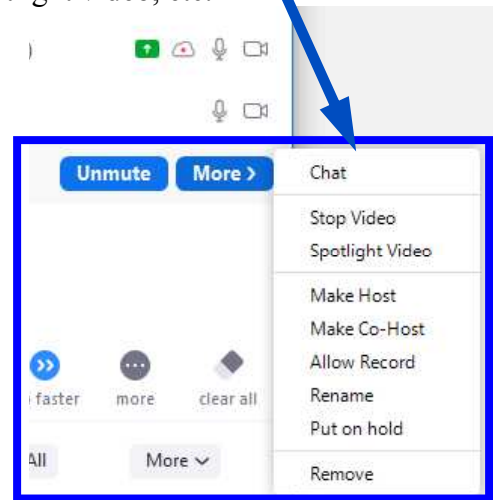
If you select **“Manage Participants”** from the toolbar, a pop up window will appear. You can detach the window from the main screen if you like. The keyboard shortcut to manage participants is **“ALT + U”**.



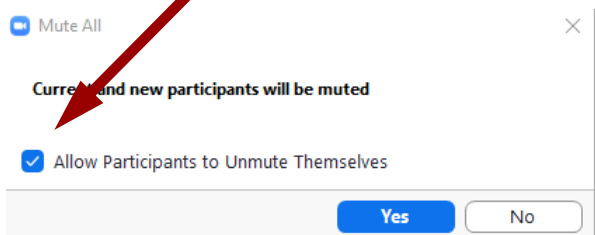
You can see if a participant’s mic is muted or not, as well as see if they have video activated for their camera. If you move your cursor over the participants mic icon you can Mute or Unmute their mic.



If you select **“More”** you see the options for a private chat with them, stop video, spotlight video, etc.



If you select **“Mute All”**, this will mute all the participants, but will not mute yourself. A pop up will appear if you select this asking if you want to **“Allow Participants to Unmute Themselves”**. If you uncheck this, only you, as host, can unmute any participant to allow them to speak, giving you total control of the session.



If you select **“More”**, you will be able to check off to give permission for users to Unmute themselves (if you haven’t done it in the step above), keep them from re-naming themselves (so you know who they really are) and most importantly, **“Lock Meeting”**. This will prevent any other users from entering the session unless you give them permission to join.

