Zoom Managing Participants

As a meeting host, you can manage all participants. By default, any participant can share their video, screen and audio. To change defaults, please check the Settings under your Zoom profile.
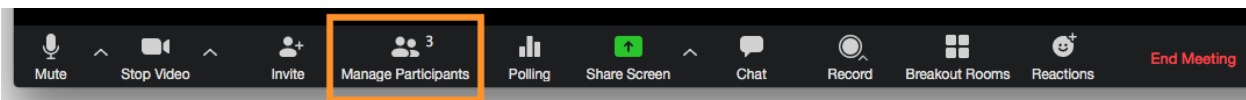
Gallery / Speaker Views

Zoom meetings can display all participants as "Gallery View" or "Speaker View." Each participant can switch between each view by selecting "Gallery View" or "Speaker View."
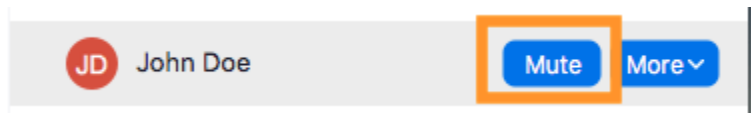
Manage Participants Panel

Hosts can manage all participants in a meeting, from computers and mobile devices and those connecting via phone. Co-Hosts can also manage participants and select meeting options.

Use the Manage Participants on the bottom Host toolbar to display or hide the participant panel.
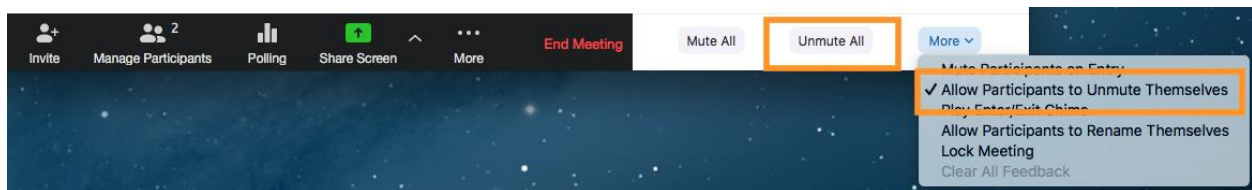

Muting Participants

To mute / unmute a single participant, in Manage Participants panel > Select Participant > Mute or Unmute.

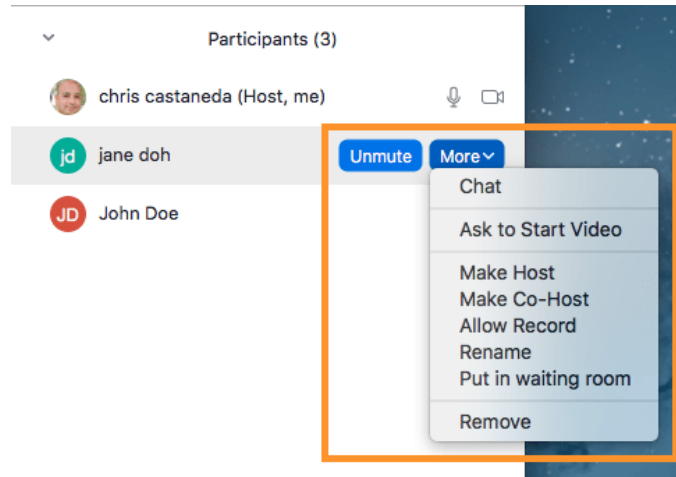To mute / unmute all Participants, in Manage Participants panel > Mute All / Unmute All.

Manage Participant Options

In Manage Participants panel > Mute / Unmute or More for options for individual participants:

- Chat
- Ask to Start Video
- Make Host

- Make Co-Host
- Allow Record
- Rename
- Put in waiting room
- Remove

*More information about managing participants in a meeting is available at the Zoom Help Center.