# Table of Contents

- Show or Hide Participants Panel: ................................................................. - 2 -
- Mute Individual Participants: ........................................................................ - 2 -
- Mute All Participants: .................................................................................. - 2 -
- Unmute All Participants: ................................................................................ - 3 -
- Allow/Deny Participants’ Ability to Mute/Unmute: ........................................ - 3 -
- Request That a Participant Unmute: .............................................................. - 3 -
- Stop A Participant’s Video: ........................................................................... - 4 -
- Request a Participant Start Their Video: ....................................................... - 5 -
- Rename a Participant: ................................................................................... - 6 -
- Make a Participant Host: ................................................................................ - 7 -
- Make a Participant a Co-Host: ....................................................................... - 7 -
- Attendee On Hold: ......................................................................................... - 8 -
- Enable Attendee On Hold: ............................................................................. - 8 -
- Put a Participant On Hold (If Enabled): ....................................................... - 8 -
- In-Meeting Chat: ........................................................................................... - 9 -
- Show or Hide Chat Panel: ............................................................................. - 9 -
- Change Chat Permissions: ............................................................................. - 9 -
Show or Hide Participants Panel:

- Toggle the Manage Participants button in the toolbar at the bottom of the meeting window to show or hide the Participants Panel.

Mute Individual Participants:

1. In the Participants Panel, locate the attendee you wish to mute.

2. Hovering over the microphone icon to the right of the attendee’s name will reveal additional controls.

3. Click the Mute button. The attendee’s mic will be muted and the mic icon will display with a red slash.

Mute All Participants:

1. At the bottom of the Participants Panel, click the Mute All button.

2. A message will appear asking you to confirm and provide you the opportunity to allow/deny participants’ ability to unmute themselves. Click Continue.

3. All participant mics will be muted. All participants receive a message acknowledging all microphones are muted.
**Zoom**

 Manage Participants in a Meeting

**Unmute All Participants:**

1. At the bottom of the **Participants Panel**, click the **Unmute All** button.

2. All participants receive a message acknowledging host has unmuted all participants.

**Allow/Deny Participants' Ability to Mute/Unmute:**

1. At the bottom of the **Participant Panel**, click the **More** button for additional control options.

2. **Check or uncheck** the setting **Allow Participants to Unmute Themselves**.

**Request That a Participant Unmute:**

*When the **Host** of a meeting mutes a participant, the Host can unmute that participant.*

**If Participants mute themselves, then the Host must request that the participant unmute.**

1. In the **Participant Panel**, locate the participant you would like to unmute.

2. Hover over the microphone icon to the right of the attendee’s name. Click **Unmute**.

3. The participant will receive a message that the host has requested they unmute their microphone. The participant can then choose to unmute or stay muted.
Stop A Participant's Video:

1. In the **Participants Panel**, locate the attendee whose video you wish to stop.

2. Hover over the camera icon to the right of the attendee’s name to reveal additional controls.

3. Click the **More** button.

4. Click the **Stop Video**.

5. The participant will receive a message that the host has stopped their video.

6. If participant attempts to re-start their video after the host has stopped it, they will receive a message denying the ability to do so.
Request a Participant Start Their Video:

1. In the Participants Panel, locate the attendee not currently sharing video.

2. Hover over the camera icon to the right of the attendee’s name to reveal additional controls.

3. Click the More button.

4. Click Ask to Start Video.

5. The Participant will receive a message that the host has requested they start their video. The Participant can then choose Start My Video or Later.
**Zoom**

Manage Participants in a Meeting

**Rename a Participant:**

1. In the **Participants Panel**, locate the attendee you would like to rename.

2. Hover over the camera icon to the right of the attendee’s name to reveal additional controls.

3. Click the **More** button.

4. Click **Rename**.

5. Enter a new Display Name for the participant.
Make a Participant Host:

1. In the Participants Panel, locate the attendee you would like to promote to host.

2. Hover over the camera icon to the right of the attendee’s name to reveal additional controls.

3. Click the More button.

4. Choose Make Host.

   You will become an attendee and the participant now assumes the role of host.

Make a Participant a Co-Host:

1. In the Participants Panel, locate the attendee you would like to promote to Co-Host.

2. Hover over the camera icon to the right of the attendee’s name to reveal additional controls.

3. Click the More button.


   A Co-Host has the same privileges as the Host, except for designating other Co-Hosts or the ability to end the meeting.
Attendee On Hold:
The Host can stop video and audio transmission to a participant by putting them On Hold. All remaining participants can continue the meeting while temporarily preventing any participants who are on hold from seeing and hearing the other attendees.

Enable Attendee On Hold:

1. Sign in to the ETSU Zoom web portal at https://etsu.zoom.us
2. Click Settings.
3. Navigate to In-Meeting (Basic) settings.
4. Enable Allow Host To Put Attendee On Hold.

Put a Participant On Hold (If Enabled):

1. In the Participants Panel, locate the attendee you wish to temporarily remove from the meeting.
2. Hover over the icons to the right of the attendee’s name to reveal additional controls.
3. Click the More button.
5. The participant is temporarily removed from the meeting.
6. To allow the participant back into the meeting click Take Off Hold.
In-Meeting Chat:
Zoom offers the ability to chat with everyone in the meeting simultaneously or send private messages to individual participants.

Show or Hide Chat Panel:
- Toggle the Chat button in the toolbar at the bottom of the meeting window to show or hide the Chat Panel.

As the host, you can control who participants are allowed to chat with. You can also disable the chat for all participants or disable private chat, so participants cannot send private messages.

Change Chat Permissions:

1. Click the More button located at the bottom of the Chat Panel.
2. Allow participants to chat with:
   - **No One**: Disables in-meeting chat.
   - **Host Only**: Only the host can send messages to everyone. Participants can send private messages to the host.
   - **Everyone Publicly**: Participants can only send public messages. Public messages are visible to all participants. Participants can still send private messages to the host.
   - **Everyone Publicly and Privately**: Participants can send public or private messages. Public messages are visible to all participants. Private messages are sent to a specific participant.