

# Zoom

## Manage Participants in a Meeting

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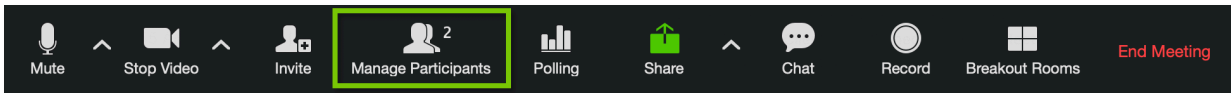
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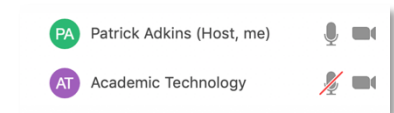
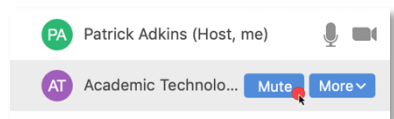
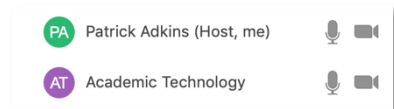
### Show or Hide Participants Panel:

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



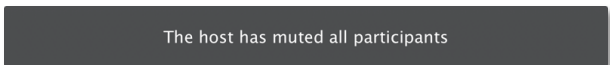
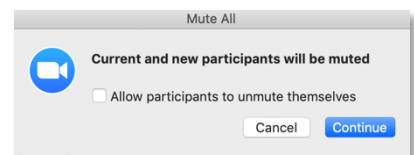
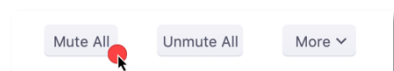
### Mute Individual Participants:

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.

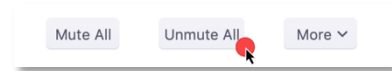


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## Manage Participants in a Meeting

### Unmute All Participants:

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

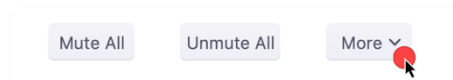


2. All participants receive a message acknowledging host has unmuted all participants.

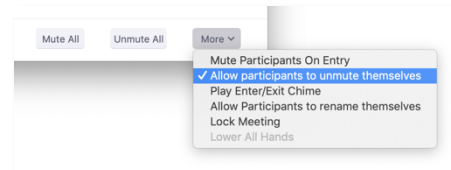
The host has unmuted all participants

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

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



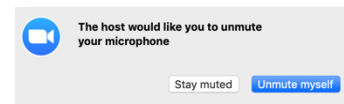
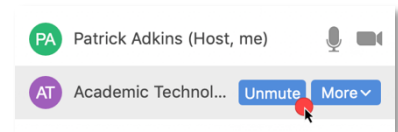
2. Check or uncheck the setting **Allow Participants to Unmute Themselves**.



### 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.

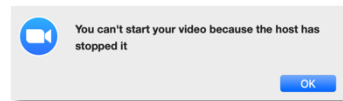
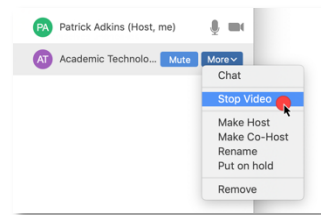
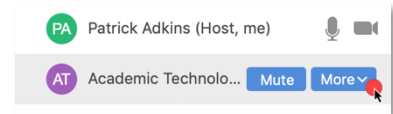
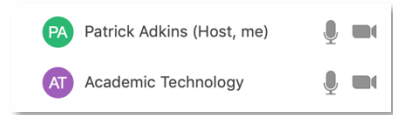


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## Manage Participants in a Meeting

### 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.

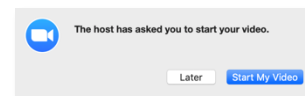
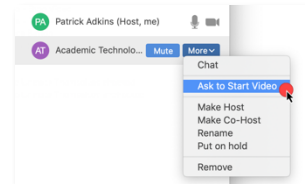
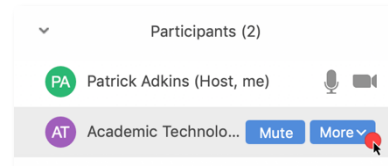
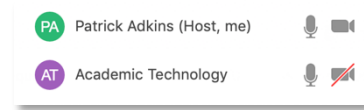


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## Manage Participants in a Meeting

### 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**.

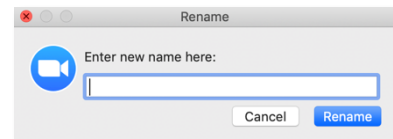
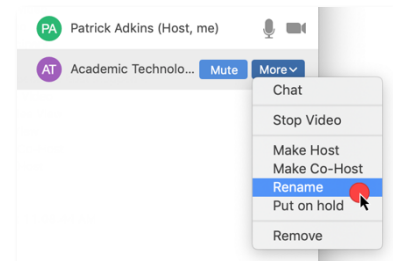
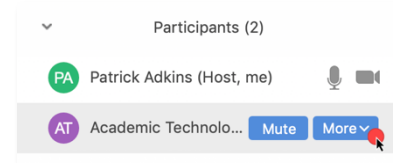
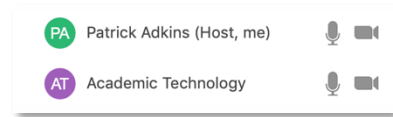


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## Manage Participants in a Meeting

### 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.



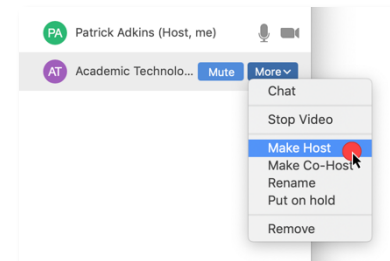
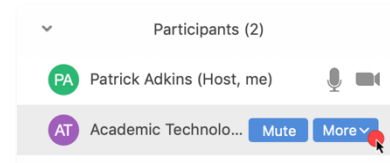
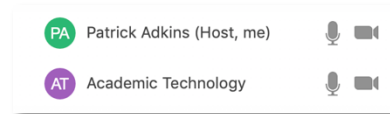
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## Manage Participants in a Meeting

### 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**.

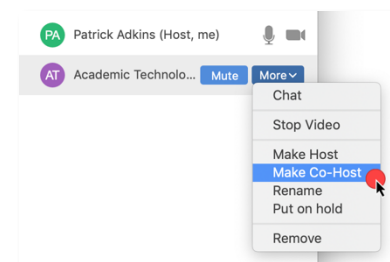
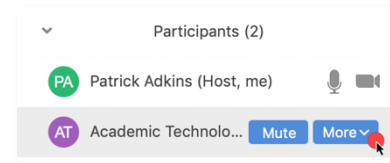
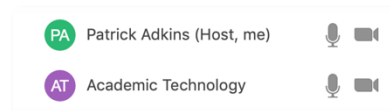
*You will become an attendee and the participant now assumes the role of host.*



### 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.
4. Choose **Make Co-Host**.

*A Co-Host has the same privileges as the Host, except for designating other Co-Hosts or the ability to end the meeting.*



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## Manage Participants in a Meeting

### Attendee On Hold:

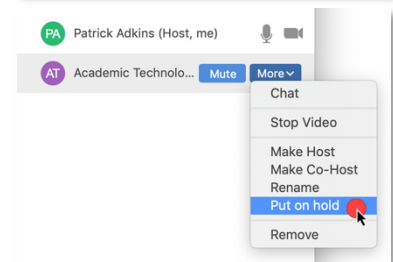
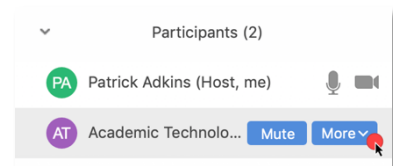
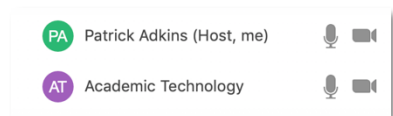
The Host can stop video and audio transmission to a participant by putting them On Hold. All remaining participants can continue the meeting while temporarily preventing any participants who are on hold from seeing and hearing the other attendees.

### Enable Attendee On Hold:

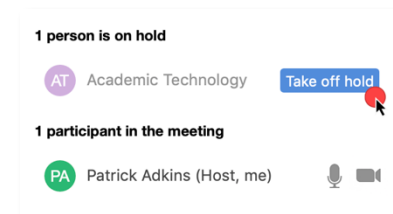
1. Sign in to the ETSU Zoom web portal at <https://etsu.zoom.us>
2. Click **Settings**.
3. Navigate to **In-Meeting (Basic)** settings.
4. Enable **Allow Host To Put Attendee On Hold**.

### 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.
4. Choose **Put On Hold**.
5. The participant is temporarily removed from the meeting.
6. To allow the participant back into the meeting click **Take Off Hold**.



Please wait, the meeting host will let you in soon.





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## Manage Participants in a Meeting

### 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.

