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.*