Managing Participants in Zoom

Host/Co-Host (Instructors)

1. Click on the **Participants** button on the meeting toolbar to open the participants pane to manage students, view aggregate nonverbal feedback, and invite others to join the meeting.

Participants (Students)

1. Click on the **Participants** button on the meeting toolbar to open the participants pane to see who's currently in the meeting and invite others. You can also access these options by hovering over your display name and clicking **More**:

    1. **Rename**: Change your screen name displayed to other participants.

    2. **Share My Pronouns/Unshare My Pronouns**: If you have entered your pronouns in your profile, you can choose to share or unshare your pronouns in the current meeting. This feature requires Zoom version 5.7.0 or higher.

Muting Participants in Zoom (Host/Participants)

Hosts can mute/unmute individual participants or all of them at once. Hosts can block unwanted, distracting, or inappropriate noise from other participants. To do so,

1. Click **Participants** from the panel
2. When the **Participants window** opens, it will show the list of all meeting participants.
3. Move the cursor to the name of the person you want to **mute,** and the **Mute button** will appear
4. Click **Mute/Unmute**
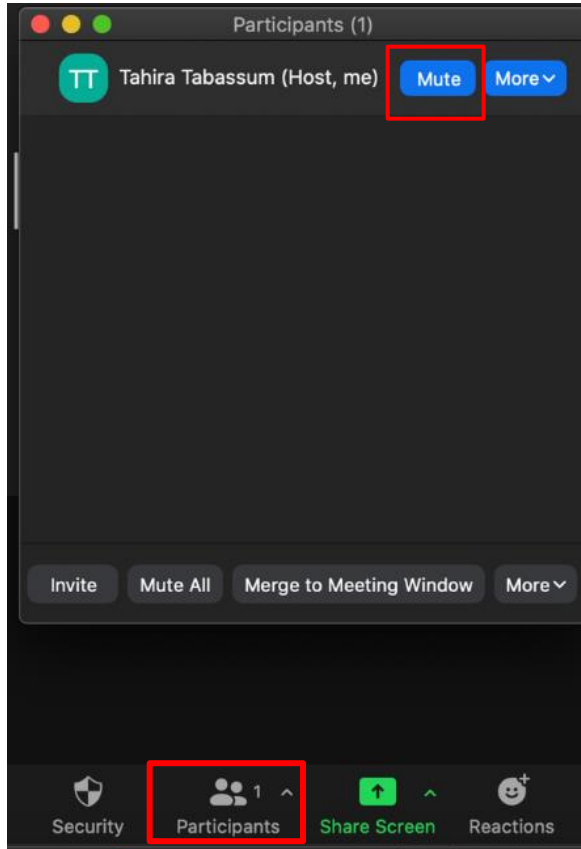
Remove unwanted Participants:

You can remove someone from your meeting by using **Participants** menu. On the **Participants** menu, you can mouse over a **participant's name** (as shown in the previous picture) and several options will appear, including **Remove**. Click that to kick someone out of the meeting.

When you do remove someone, they can't rejoin the meeting. But you can toggle your settings to allow removed participants to rejoin in case you boot the wrong person.

![Saint Mary's University logo]

Enabling Co-Host in a Zoom Meeting

1. Click Participants ![icon] in the meeting controls at the bottom of the Zoom window.
2. Hover over the name of the participant who is going to be a co-host and choose More.
3. Click Make Co-Host.

Adding Alternative Host

You can add someone else as an **Alternative Host** for the meeting when scheduling a meeting. Alternative host has all the access to the meeting as host and can also start the meeting on behalf of the host.

For Zoom desktop app, click on schedule icon to open the scheduling window. Then click on the dropdown arrow beside **Advanced Settings**. At the bottom you should see this field to add alternative host.

Alternative hosts:

john@company.com

For Zoom web/ Brightspace. Click on Schedule a new meeting and scroll down to the bottom of the page. You should see the field to add alternative host there.

You can only add the users who had a SMU Zoom pro license as an Alternative host

Giving Polling Control to Alternative host
While setting up someone as an alternative host you can select this option

☐ Allow alternative hosts to add or edit polls

After that they can launch any poll, you have created and have all other controls