ZOOM: MAKE CO-HOST IN CLASS MEETING

JOHNSON & WALES UNIVERSITY
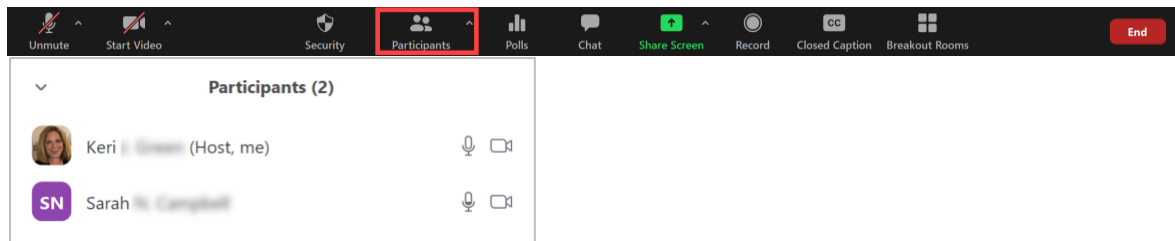
During the Zoom meeting in-progress, you can make a participant a co-host to your Zoom class meeting, such as a Librarian or a outside guest speaker. Co-hosts have the same in-meeting controls as the host. Make sure you have sent your speaker a copy of the meeting invitation.
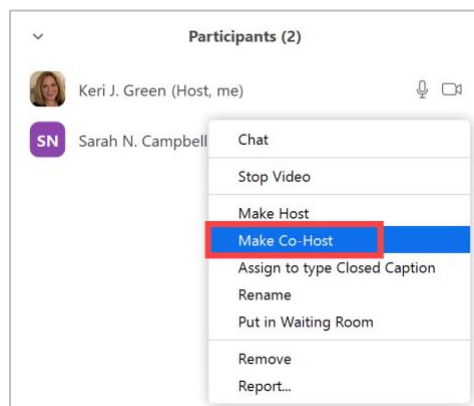
Instructions

1. From within the Zoom meeting session, open the **Participant panel**.

2. Place the mouse on a participants name and click the **More** button.
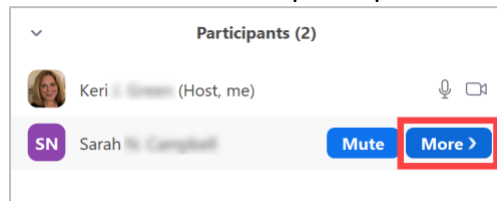
3. From the drop down menu, select **Make Co-Host**

Note: Co-hosts do not have access to the following controls:

- End meeting for all participants
- Start breakout rooms or move participants from one breakout room to another.