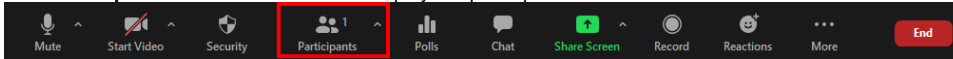# Removing and Managing Participants in Zoom

As the host in a meeting, you can manage the participants. By default, any participant in a meeting can share their video, screen, and audio.

1. Click **Participants** in the host controls to display the participants list:

2. Click the drop-down menu located at the top-left corner to close the participants list or click **Pop Out** to separate the participants list from the meeting window:
   blocked URL

3. Hover over a participant and click **More** for these options:
   blocked URL

- **Chat**: Open the chat window to send messages directly to the panelist.
- **Stop Video**: Stop the participant's video stream so they are unable to start their video. If the participant hasn't started their video, you will see the **Ask to Start Video** option.
- **Make Host** (only available to the host): Assign the attendee to be the host. There can only be one host.
- **Make Co-Host** (only available to the host): Assign the attendee to be a co-host. You can have an unlimited number of co-hosts.
- **Allow Record** (only available to the host): Allow the attendee to start or stop a local recording of the meeting. Attendees do not have access to start a cloud recording.
- **Assign to type Closed Caption** (only available to the host): Assign the attendee to type closed caption during the meeting.
- **Rename**: Change the attendee name that is displayed to other participants. This change only applies to the current meeting.
  Note: To change your own name that is displayed, hover over your name in the participants list and click **Rename**. You can permanently change your name in your profile.
- **Put in Waiting Room:** Place the attendee in a virtual waiting room while you prepare for the meeting. The host must enable waiting room for this option to appear.
- **Put On Hold**: If the waiting room is not enabled, you'll see this option to place the attendee on hold.
- **Remove**: Dismiss a participant from the meeting. They won't be able to rejoin unless you allow participants and panelists to rejoin.