

Zoom Meeting Roles

Feature	Host	Co-host / Alternative Host	Participants
Meeting Participation			
Start the meeting	✓	see note ¹	
Mute/unmute themselves*	✓	✓	✓
Start/stop their own video	✓	✓	✓*
View participants list	✓	✓	✓
Share screen	✓	✓	✓*
Request or give remote control	✓	✓	✓
Chat with participants (in-meeting chat)	✓	✓	✓
Save in-meeting chat	✓	✓	
Create or edit polls	✓		
Start polling	✓	✓	
Answer polls			✓
Assign someone to enter closed captions	✓		
Enter closed captions	✓	✓*	✓*
End meeting	✓		
Reactions and nonverbal feedback	✓	✓	✓
Managing Participants			
Mute or unmute participants	✓	✓	
Stop participant's video	✓	✓	
Ask participant to start video	✓	✓	
Spotlight a video	✓	✓	
Promote participant to host or co-host	✓		
Change who attendees can chat with	✓	✓	
Remove attendees	✓	✓	
Put participants on hold	✓	✓	
Rename participants	✓	✓	
Invite others to join	✓	✓	✓
Mute controls for participants (ask to mute, mute all, mute on entry)	✓	✓	
Assign participants to breakout rooms	✓		

Recording			
Start cloud recording	✓	✓	
Start local recording	✓	✓	✓*
Allow or forbid a participant to start local recording	✓	✓	
Live streaming			
Live stream on Facebook	✓		
Live stream on Workplace	✓		
Live stream on YouTube	✓		
Custom live stream	✓		

Features with an asterisk (*) can be enabled or disabled by the host during the meeting.

¹Co-hosts cannot start meetings scheduled by the host. Co-hosts cannot be assigned ahead of time. The host has to promote a participant to co-host. Alternatively, the host can assign a user as an alternative host.