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Zoom Scheduling: Roles in a Meeting explained

Marcelle Gornitsky - 2023-12-18 - [Instructional Resources](#)

There are multiple roles available for a meeting: host, co-host, alternative hosts, and participants. The role that you have in a meeting is designated by the host.



- **Host:** The user that scheduled the meeting. They have full permissions to manage the meeting. There can only be one host of a meeting.
- **Co-hosts:** Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees. The host must [assign a co-host](#) during the meeting. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an [alternative host](#).
- **Alternative hosts:** Shares the same controls as co-hosts, but can also start the meeting. Hosts can assign alternative hosts when they schedule a meeting.

Note: If you need to schedule a meeting on behalf of another user, use [scheduling privilege](#).

This article covers:

- [Participating in the meeting](#)
- [Managing participants](#)
- [Recording](#)
- [Live streaming](#)

Comparison

The following table compares the meeting controls available to the host, co-hosts, alternative hosts, and participants.

- Features with an asterisk (*) can be disabled by the host.
- Some features are dependent on certain prerequisites. If you do not see a feature, review the article to see if your account meets those prerequisites.

Feature	Host	Co-host / alternative host	Participants
Participating in the meeting			
Start the meeting	<input type="checkbox"/>	see notes	
Mute/unmute themselves*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Start/stop their own video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
View participants list	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Share screen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
Request or give remote control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chat with participants (in-meeting chat)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Save in-meeting chat	<input type="checkbox"/>	<input type="checkbox"/>	
Create or edit polls	<input type="checkbox"/>	<input type="checkbox"/> (see notes)	

Start polling	<input type="checkbox"/>	<input type="checkbox"/>	
Answer polls			<input type="checkbox"/>
Assign someone to enter closed captions	<input type="checkbox"/>		
Enter closed captions	<input type="checkbox"/>	<input type="checkbox"/> *	<input type="checkbox"/> *
Use call-out to join audio by phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End meeting	<input type="checkbox"/>		
Reactions and nonverbal feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reorder video	<input type="checkbox"/>		
Managing participants			
Mute or unmute participants	<input type="checkbox"/>	<input type="checkbox"/>	
Stop participant's video	<input type="checkbox"/>	<input type="checkbox"/>	
Ask participant to start video	<input type="checkbox"/>	<input type="checkbox"/>	
Spotlight a video	<input type="checkbox"/>	<input type="checkbox"/>	
Promote participant to host or co-host	<input type="checkbox"/>		
Change who attendees can chat with	<input type="checkbox"/>	<input type="checkbox"/>	
Remove attendees	<input type="checkbox"/>	<input type="checkbox"/>	
Put participants on hold	<input type="checkbox"/>	<input type="checkbox"/>	
Rename participants	<input type="checkbox"/>	<input type="checkbox"/>	
Invite others to join	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mute controls for participants (ask to mute, mute all, mute on entry)	<input type="checkbox"/>	<input type="checkbox"/>	
Assign participants to breakout rooms	<input type="checkbox"/>	<input type="checkbox"/>	
Recording			
Start cloud recording	<input type="checkbox"/>	<input type="checkbox"/>	
Start local recording	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> *
Allow or forbid a participant to start local recording	<input type="checkbox"/>	<input type="checkbox"/>	
Live streaming			
Live stream on Facebook	<input type="checkbox"/>		
Live stream on Workplace	<input type="checkbox"/>		
Live stream on YouTube	<input type="checkbox"/>		
Custom live stream	<input type="checkbox"/>		

Notes:

- Alternative hosts can start the meeting by using the meeting ID or meeting link from the invitation email. The meeting will not display in the upcoming meetings list in the desktop client or mobile app for alternative hosts.
- Co-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](#).
- Currently, hosts and co-hosts cannot start cloud recording and local recording simultaneously. Once the host or co-host begins cloud recording, local recording cannot be started. Additionally, the host and co-host cannot control both cloud and local recording separately.
 - If you start local recording then cloud recording afterward, both the cloud recording and local recording will stop whenever the host or co-host stops recording. You cannot stop the local recording without stopping the cloud recording.
- [Alternative host](#) can't add or edit polls unless you click the [setting for allow alternative hosts to add or edit polls](#).