

# Enabling and adding a co-host

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 [support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host](https://support.zoom.us/hc/en-us/articles/206330935-Enabling-and-adding-a-co-host)

## Overview

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The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar.

Co-hosts do not have access to the following controls, as they are only available as host controls in a meeting:

- Start closed captioning and assign someone or a third-party to provide closed captioning
- Start live streaming
- End meeting for all participants
- Make another participant a co-host
- Start breakout rooms or move participants from one breakout room to another
- Start waiting room (co-hosts can place participants in waiting room or admit/remove participants from the waiting room)

Co-hosts also cannot start a meeting. If a host needs someone else to be able to start the meeting, they can assign an alternative host.

**Note:** By default, meetings hosted by On-Prem users with on-premise meeting connectors, can not assign co-host rights to another participant. This option must be enabled by Zoom support.

This article covers:

- Enabling co-host
- Using co-host in a meeting

## Prerequisites

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- Zoom Desktop Client
  - Windows: 3.5.24604.0824 or higher
  - macOS: 3.5.24604.0824 or higher
  - Linux: 3.5.24604.0824 or higher
- Zoom Mobile App
  - Android: 3.5.24989.0826 or higher
  - iOS: 3.5.24989.0826 or higher
- Pro, Business, Education, or API Partner plan

# Enabling co-host

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## Account

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To enable the Co-host feature for all members of your organization:

1. Sign into the Zoom web portal as an administrator with the privilege to edit Account settings, and click **Account Settings**.
2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



3. (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting.

## Group

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To enable the co-host feature for all members of a specific group:

1. Sign into the Zoom web portal as an administrator with the privilege to edit User groups, and click **Group Management**.
2. Click the name of the group, then click the **Settings** tab.
3. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.  
If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.



**Note:** If the option is grayed out, it has been locked at the account level, and needs to be changed at that level.

4. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click **Lock** to confirm the setting.

## User

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To enable the co-host feature for your own use:

1. Sign into the Zoom web portal and click **My Meeting Settings** (if you are an account administrator) or **Meeting Settings** (if you are an account member).

2. Navigate to the **Co-host** option on the **Meeting** tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.




**Note:** If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

## Using co-host in a meeting

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There are two ways that you can make a user a co-host.

During a meeting:

1. Hover over a user's video.
2. Click the more icon .
3. Click **Make Co-Host**.

Using the participants window:

1. Click on **Manage Participants** 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**.

Once a participant has been made a co-host, they'll have access to the co-host controls.