# Zoom Roles

<table>
<thead>
<tr>
<th>ROLE</th>
<th>DESCRIPTION</th>
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| **Host**        | - Only person (besides Alternative Host) who can START the webinar  
|                 | - Only person who can:  
|                 |   - promote participants to Co-Host (as many as you wish) or Host (only one Host at a time is allowed)  
|                 |   - disable Waiting Room once the webinar starts  
|                 |   - control Breakout Rooms (launching & assigning participants to rooms)  
|                 |   - create/edit Polls  
|                 |   - END the webinar (Note: If the Host needs to leave early, they must assign another person as Host to end the webinar)  
|                 | - Can also:  
|                 |   - admit participants from Waiting Room  
|                 |   - stop others’ video & ask them to (re)start their video**  
|                 |   - mute/unmute participants  
|                 |   - remove participants  
|                 |   - start/stop recording  
|                 |   - take control of Share function when someone else is sharing  
|                 |   - change who participants can chat with  
|                 |   - launch Polls |
| **Alternative Host** | Only person besides the Host who can START the webinar; all other Alternative Host controls are shared with Co-Hosts (see below) |
| Co-Host* (and Alternative Host) | • Just like the Host, Co-Hosts (and Alternative Hosts) can:  
|                              |   ○ admit participants from Waiting Room  
|                              |   ○ stop others’ video & ask them to (re)start their video**  
|                              |   ○ mute/unmute participants  
|                              |   ○ remove participants  
|                              |   ○ start/stop recording  
|                              |   ○ take control of Share function when someone else is sharing  
|                              |   ○ change who participants can chat with  
|                              |   ○ launch Polls  

**NOTE:**  
- **Co-Hosts cannot be assigned before the webinar;** Host must promote Co-hosts once the webinar begins.  
- If a Host/Co-Host stops a participant’s video, they cannot restart their own video. Keep this in mind if you are using breakout rooms where you want participants to be able to use their video.  
- Chat is automatically saved when recording a webinar. All messages, including private messages, will be saved and stored on the cloud.