

ROLE	DESCRIPTION
<p><b>Host</b></p>	<ul style="list-style-type: none"> <li>● <u>Only</u> person (besides Alternative Host) who can START the webinar</li> <li>● <u>Only</u> person who can:               <ul style="list-style-type: none"> <li>○ promote participants to Co-Host (as many as you wish) or Host (only one Host at a time is allowed)</li> <li>○ disable Waiting Room once the webinar starts</li> <li>○ control Breakout Rooms (launching &amp; assigning participants to rooms)</li> <li>○ create/edit Polls</li> <li>○ END the webinar (Note: If the Host needs to leave early, they <u>must</u> assign another person as Host to end the webinar)</li> </ul> </li> <li>● Can also:               <ul style="list-style-type: none"> <li>○ admit participants from Waiting Room</li> <li>○ stop others' video &amp; ask them to (re)start their video**</li> <li>○ mute/unmute participants</li> <li>○ remove participants</li> <li>○ start/stop recording</li> <li>○ take control of Share function when someone else is sharing</li> <li>○ change who participants can chat with</li> <li>○ launch Polls</li> </ul> </li> </ul>
<p><b>Alternative Host</b></p>	<p>Only person besides the Host who can START the webinar; all other Alternative Host controls are shared with Co-Hosts (see below)</p>

<b>Co-Host* (and Alternative Host)</b>	<ul style="list-style-type: none"><li>● Just like the Host, Co-Hosts (and Alternative Hosts) can:<ul style="list-style-type: none"><li>○ admit participants from Waiting Room</li><li>○ stop others' video &amp; ask them to (re)start their video**</li><li>○ mute/unmute participants</li><li>○ remove participants</li><li>○ start/stop recording</li><li>○ take control of Share function when someone else is sharing</li><li>○ change who participants can chat with</li><li>○ launch Polls</li></ul></li></ul>
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**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.