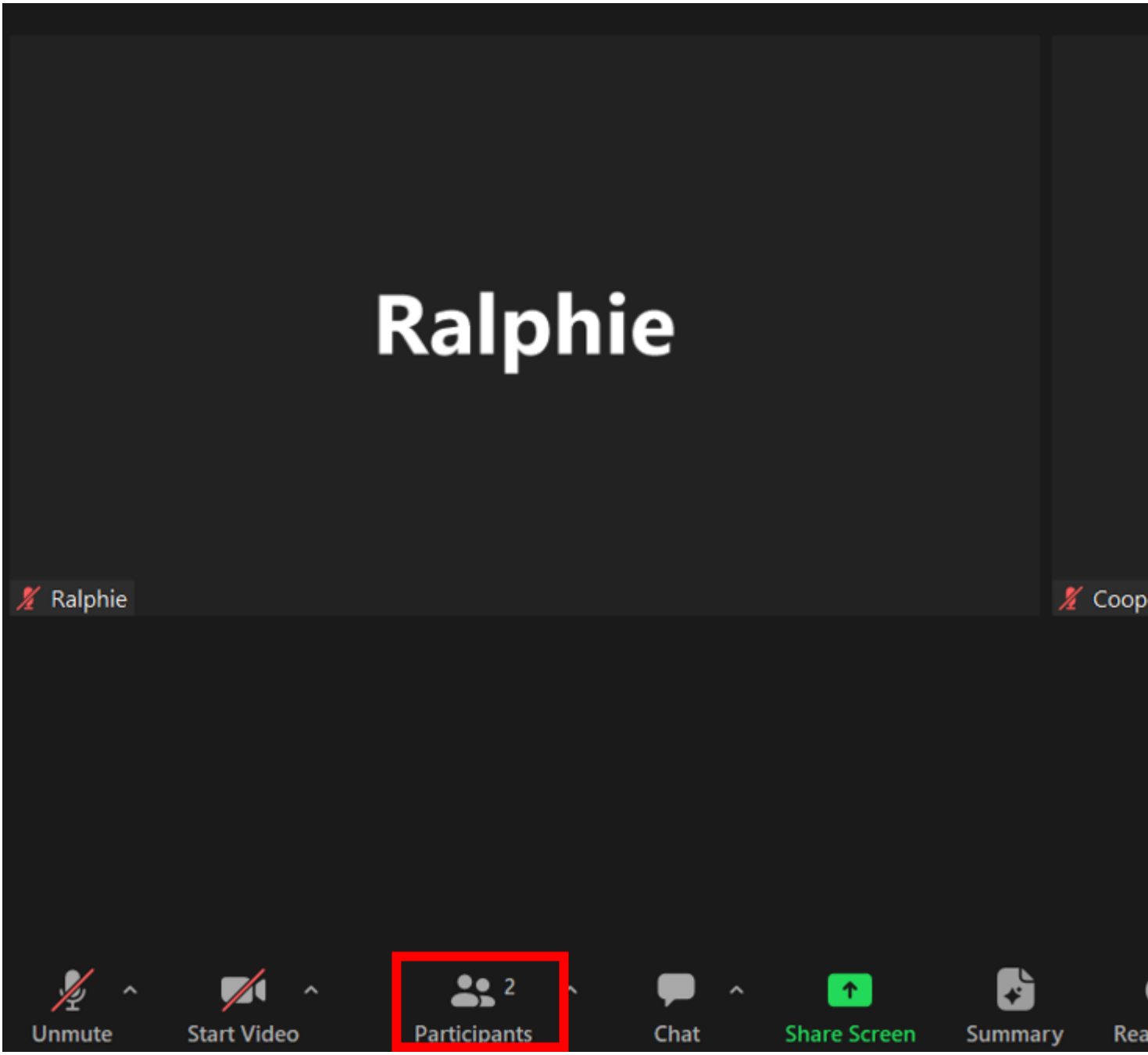
Published on *University of Colorado* (https://www.cu.edu)

How to transfer the host role during a Zoom meeting [1]

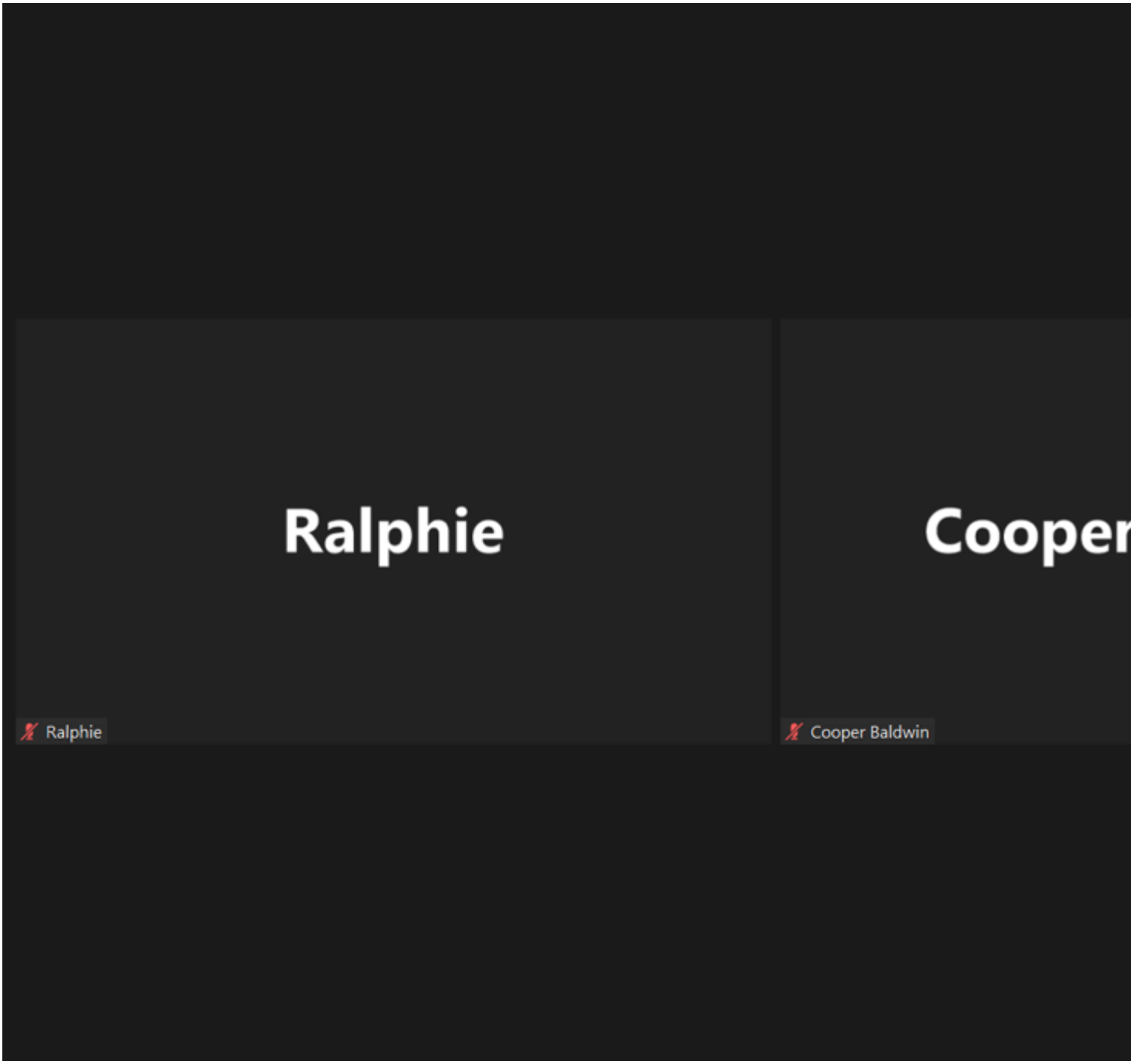
April 2, 2024 by ES and UIS Communications [2]

Imagine you are called away during a Zoom meeting and don't want to end the meeting for your whole team. In that case, you need to first transfer the role of host. Much like assigning a co-host, transferring the host role permits a different user to use host privileges, which includes starting or ending the meeting, allowing your meeting to continue without disruption after you leave the meeting room.

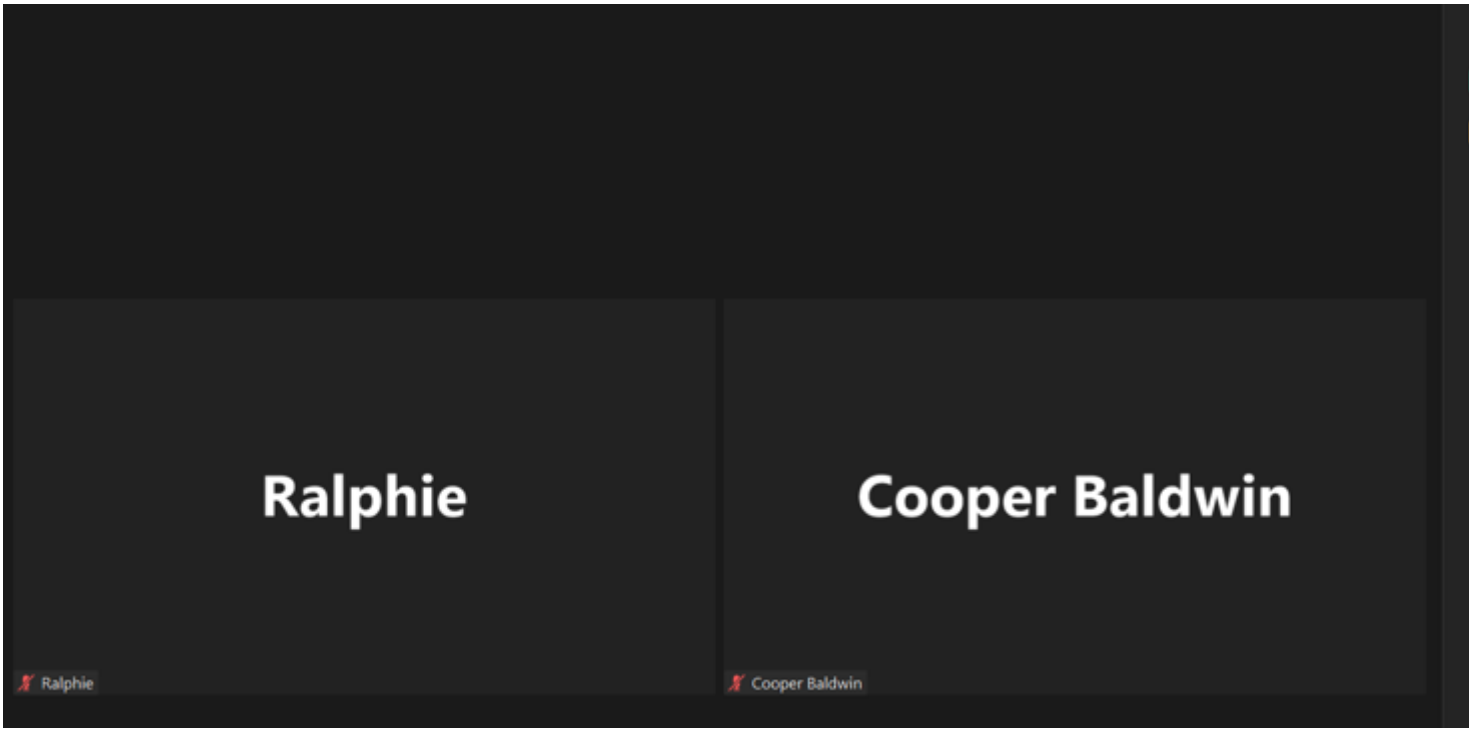
1. Start the meeting as the host.
2. In the meeting controls, click **Participants.**



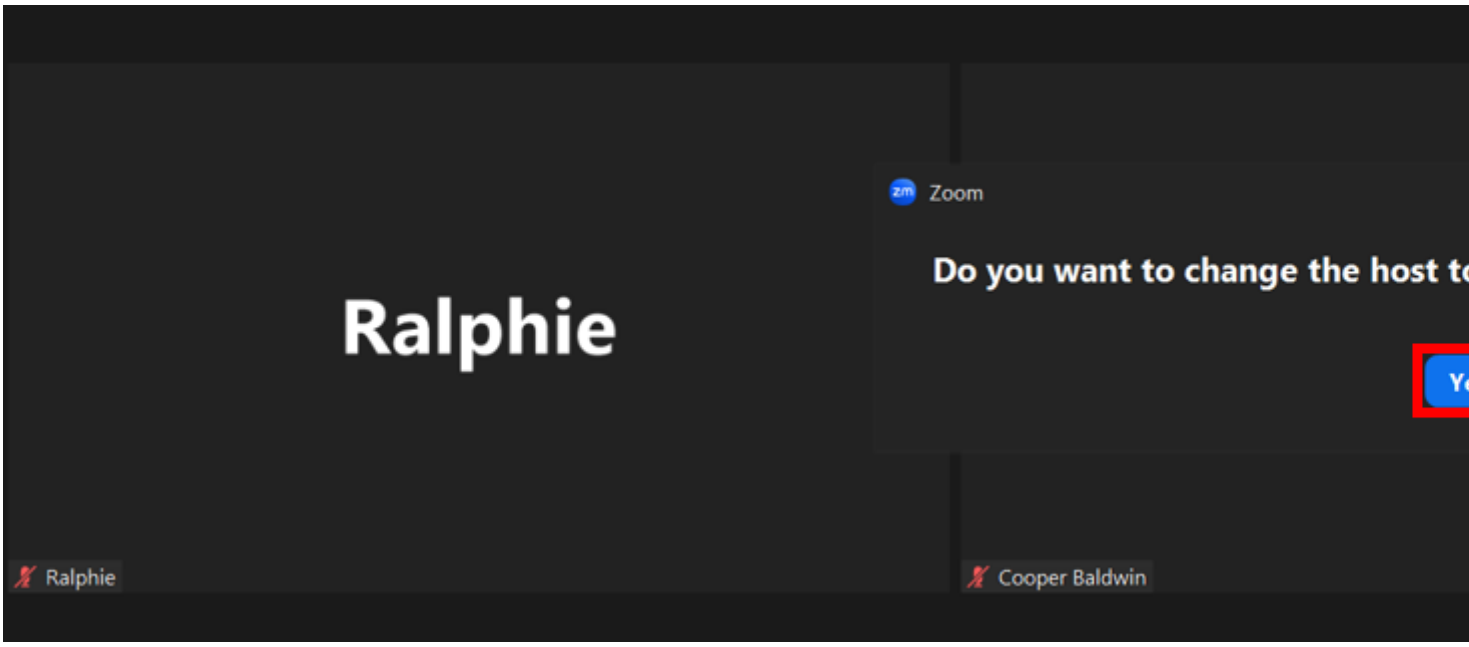
3. Hover over the name of the participant you want to transfer the host role to, and select the **More** icon (three horizontal dots).



4. Click **Make Host**.



5. Select **Yes** to confirm your host role change.



6. Once the role has been transferred, the new host will have host control of the meeting.



Zoom [3]

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