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).
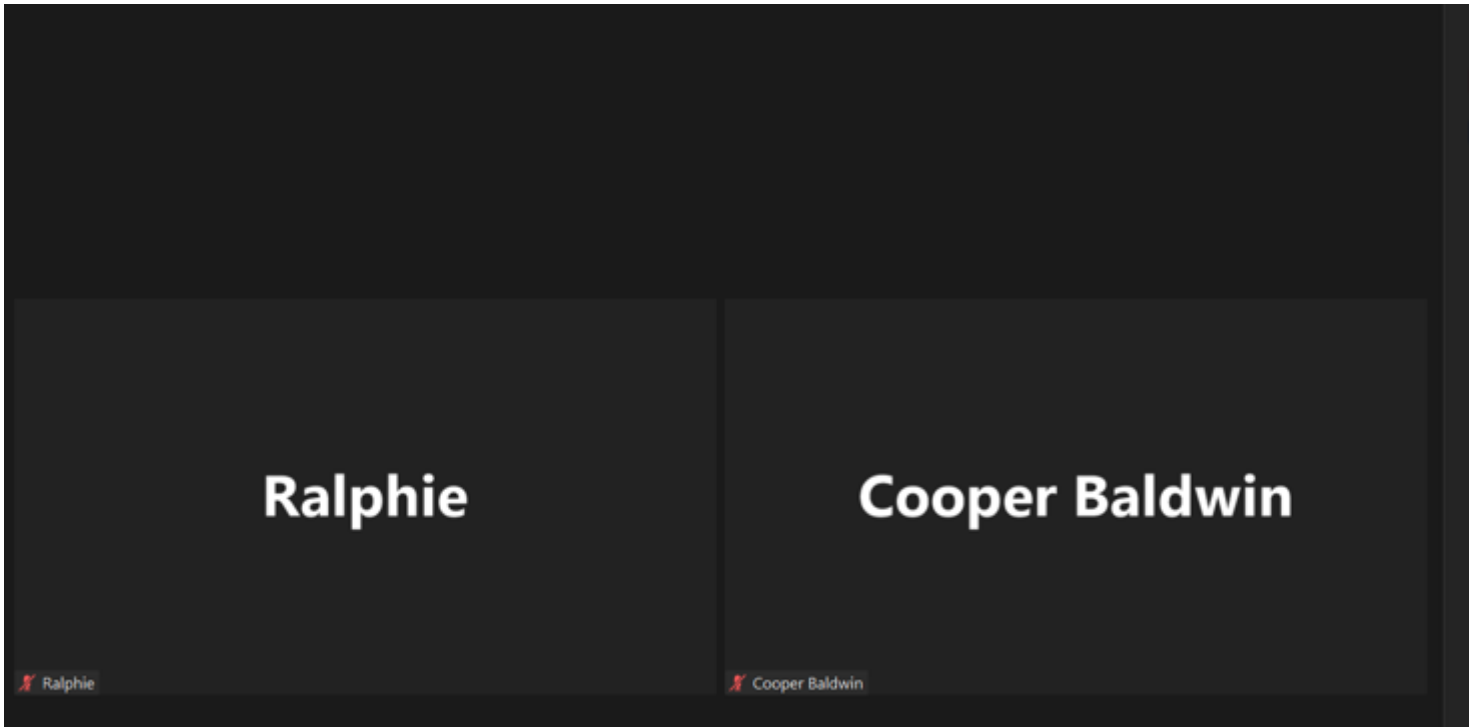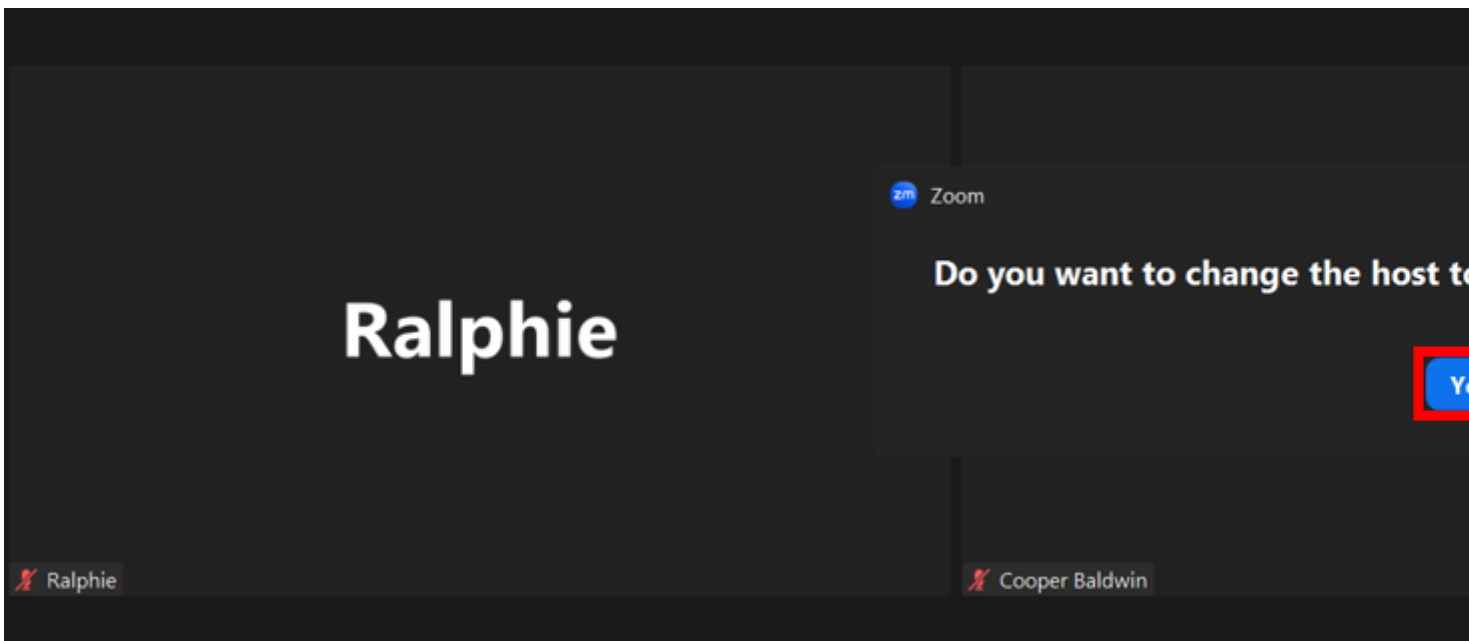
4. Click **Make Host**.

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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