

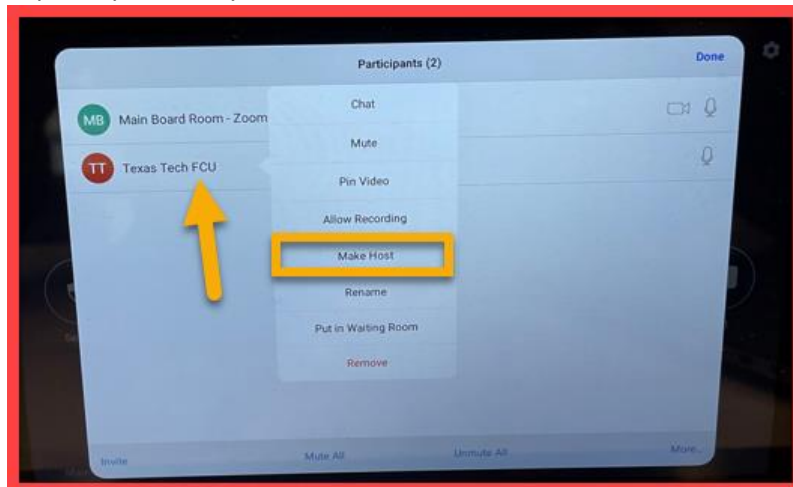
*** Instructions are assumed a zoom meeting has already been created***

1. Changing host from the tablet

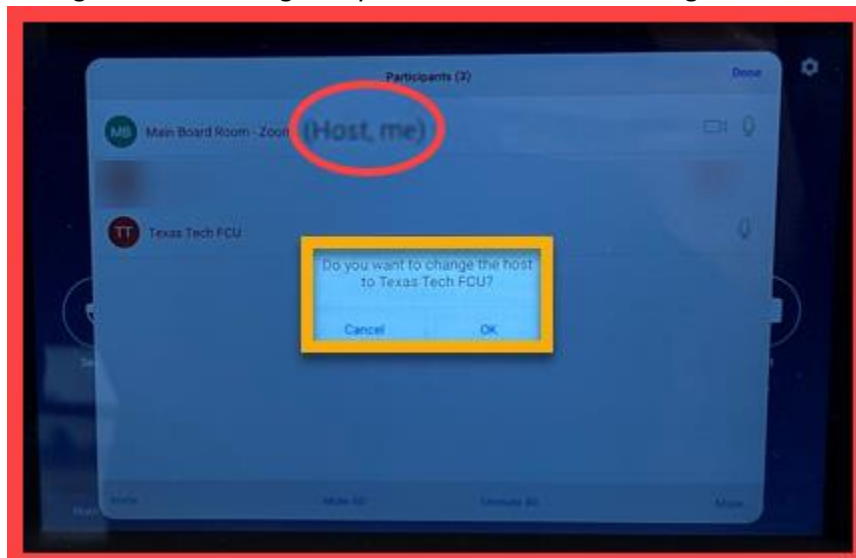
- a. Click on “Manage Participants”



- b. Select the participant that you would like to make the host and then click on “Make Host”



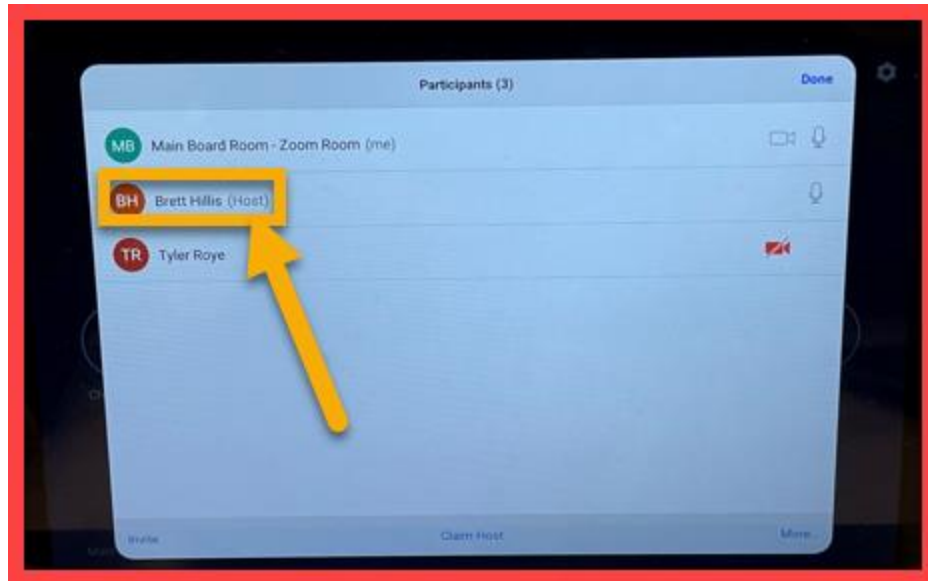
- c. You will then get a final warning that you want to make this change



Main Board Room – How to Change the Meeting Host

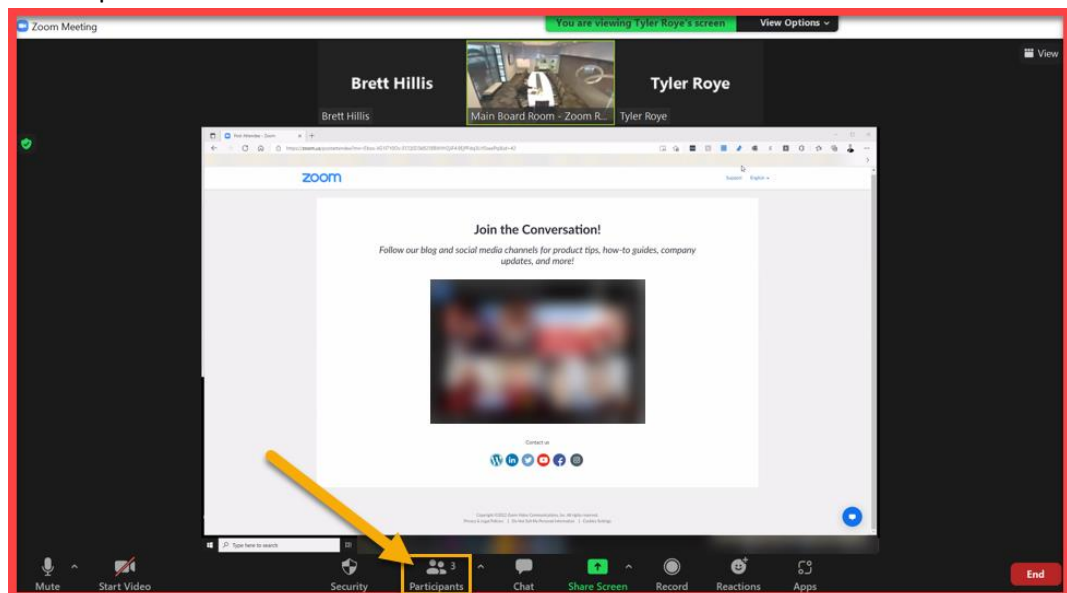


- d. You should now see the new host on the tablet:



2. Changing host from browser/app

- a. Click on “Participants” on the zoom task bar



- b. Then click on the participant that you want to make the host. Select “More” then Select “Make Host”

