How to Host a Meeting

Everything a host does once the meeting is under way.

This guide covers what you do from inside a meeting: letting people in, looking after them once they are there, recording, and ending the meeting. Setting the room up beforehand is covered in How to Create a Meeting Room.

1. Find Your Way Around the Room

On a computer, a meeting looks like this:



- **Menu** holds the room's controls: **Share Link**, **Lock Room**, **Manage Recording**, the dial-in number and Conference ID when the room has a phone line, and **Leave**.
- **Files**, **Whiteboard** and **Media Player** share documents, a whiteboard, and video or audio with everyone.
- **Attendees** lists everyone in the room, and **Chat** sits beneath it.
- **Camera**, **Mic** and **Share Screen** are your own camera, microphone and screen.

On a phone the same controls are there, arranged to fit the smaller screen.

2. Who Counts as a Host

- **An account host:** someone signed in to your MegaMeeting account who opened the room. Their Menu reads **Room: 1234567 (Host)** at the top.
- **A co-host:** an attendee made a co-host, either on the attendee list before the meeting or from inside the room (step 5). They have the same controls for this meeting.

The one difference: only an account host can take the host role back off a co-host, so a co-host can never remove the person who promoted them.

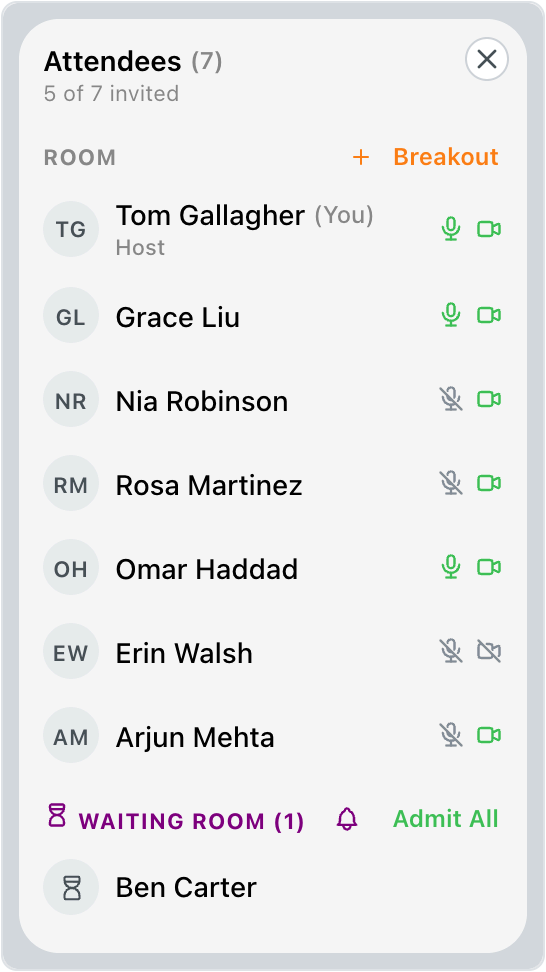
3. Let People In from the Waiting Room

When the room has a waiting room, everyone except hosts and co-hosts waits there until they are admitted, including people on your attendee list. They appear under **Waiting Room** at the bottom of the attendee list:

- Click a name and choose **Admit to Room** or **Reject**.
- **Admit All** lets everyone waiting in at once.
- The bell beside it is the doorbell: a sound each time someone arrives. Click it to turn the sound off or on.

Someone you have admitted who drops out and reconnects comes straight back in, without waiting again.

> **BEST PRACTICE: Have a co-host on the list when you might be late**
>
> A waiting room with no host in the meeting has nobody to admit anyone. A co-host on the attendee list skips the waiting room and can let everyone else in. The waiting room alert (set on the room) tells the room's creator and its co-hosts when someone has been waiting with no host there; see How to Set Up Waiting Rooms.



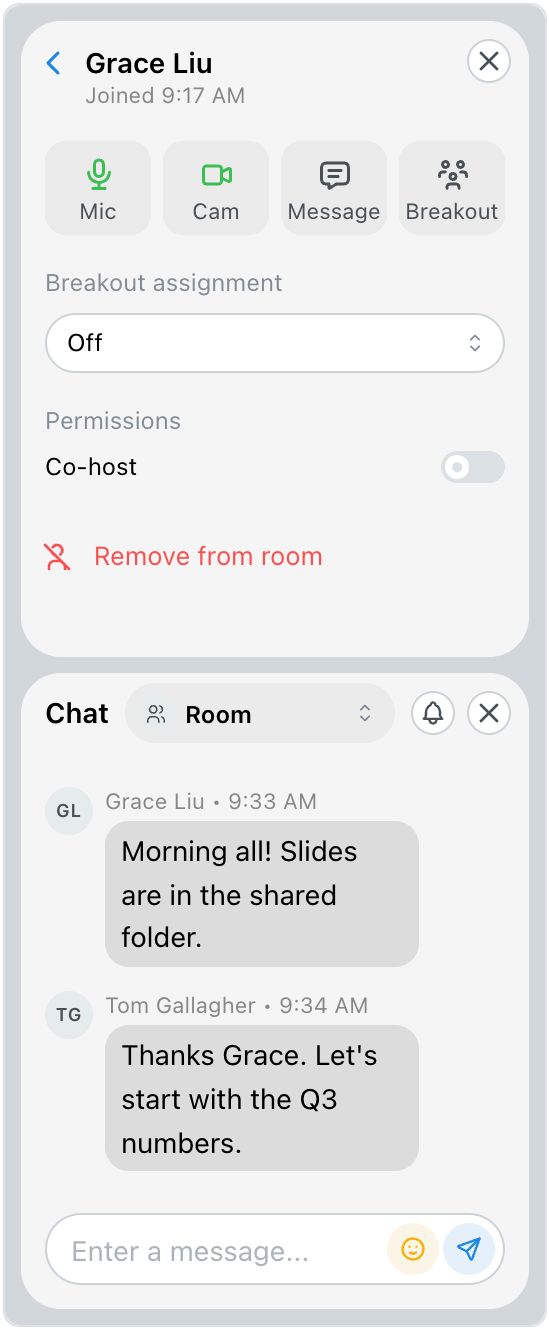
4. Open an Attendee's Card

Click anyone in the attendee list to open their card. The header shows their name and when they joined; the arrow takes you back to the list. The card holds:

- **Mic** and **Cam:** mute or unmute them, and turn their camera off or on. The icon shows how they are now, and the tooltip says what a click will do.
- **Message:** a private chat with them.
- **Breakout:** choose people for a breakout, with them already ticked (step 8).
- **Breakout assignment:** the breakout **To Breakouts** sends them to (step 8). It does not move them by itself.
- **Co-host:** the switch that makes them a host (step 5).
- **Remove from room:** disconnects them from the meeting.

GOOD TO KNOW: Removing someone does not stop them coming back

Remove ends the connection they have now. It does not change the room's attendee list, so someone on the list can verify and rejoin. If they must not come back, remove them and then lock the room (step 9), or take them off the room's attendee list.



5. Make Someone a Co-Host

Turn on **Co-host** on their card. A confirmation explains that they will be able to start and stop the recording, and admit and remove other attendees. Click **Make co-host**.

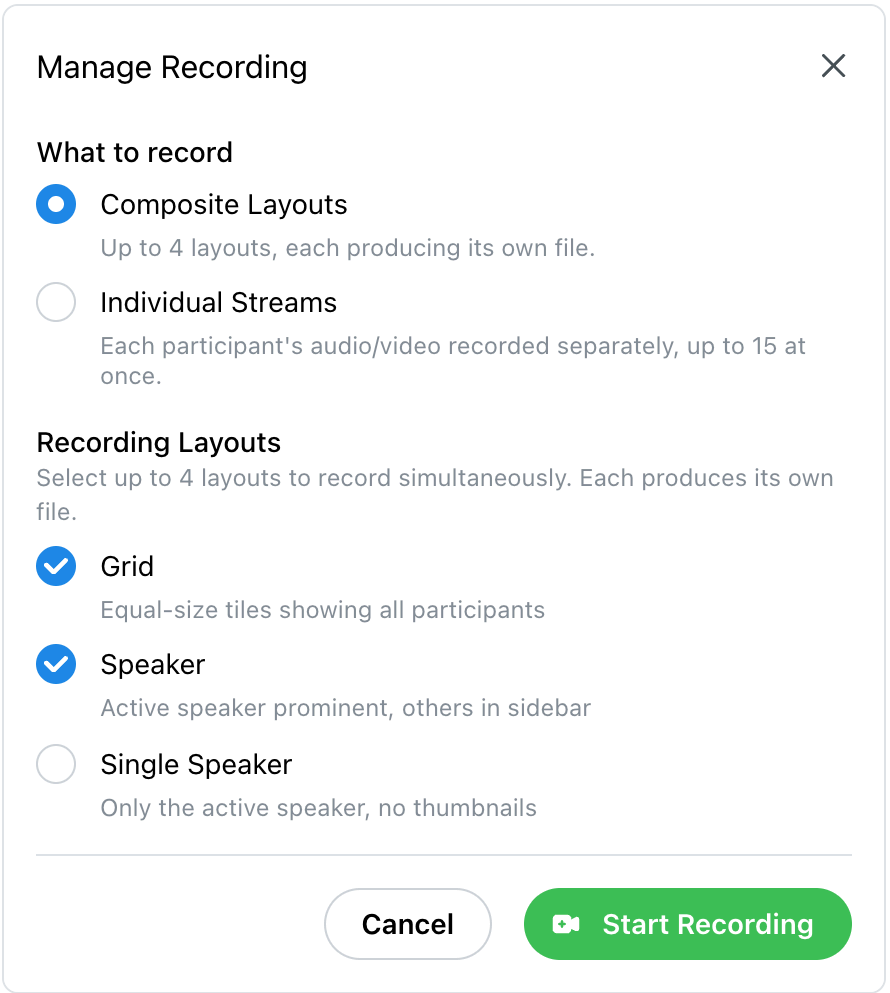
It applies to this meeting only: the room's attendee list is not changed. To make someone a co-host for every meeting in the room, tick Co-Host on their entry when you edit the room.

> **BEST PRACTICE: Promote a second host before you need one**
> If the only host drops off the call, nobody is left who can admit people, record, or end the meeting. Promoting a colleague early means a lost connection does not leave the meeting without a host.

6. Record the Meeting

Open **Menu** and choose **Manage Recording**. Before you start, you can confirm what this recording will capture: composite layouts or individual streams, and which layouts. They start as the room's settings, and a change here applies to the recording you are about to start. Then click **Start Recording**.

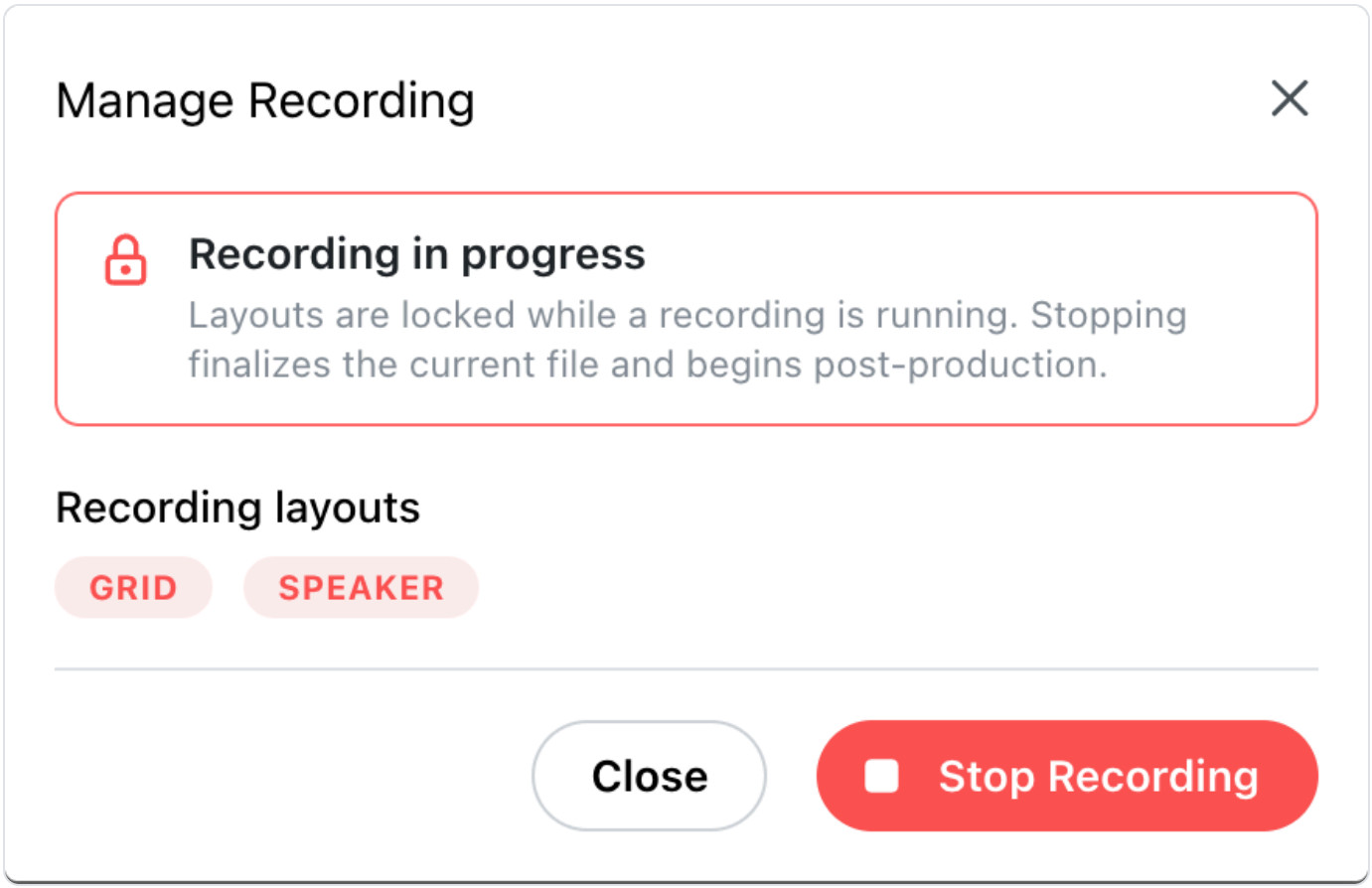
When the room is also set up to stream, the window offers **Record**, **Record + Stream** and **Stream Only** instead.



While it runs, the menu entry reads **Manage Recording (live)** in red, and the window shows which layouts are recording. Click **Stop Recording** to finish; the file is then processed and appears under **Recordings** on your dashboard.

> **BEST PRACTICE: Stop and start rather than recording the breaks**
> Each start and stop makes a separate recording, so you can leave breaks and side conversations out. Afterwards, select the parts under Recordings and choose **Combine** to join them into one file.

> **GOOD TO KNOW: Layouts are locked while recording**
> To change layouts, stop the recording, change them, and start again. The two parts can be combined afterwards.



7. Approve Screen Sharing

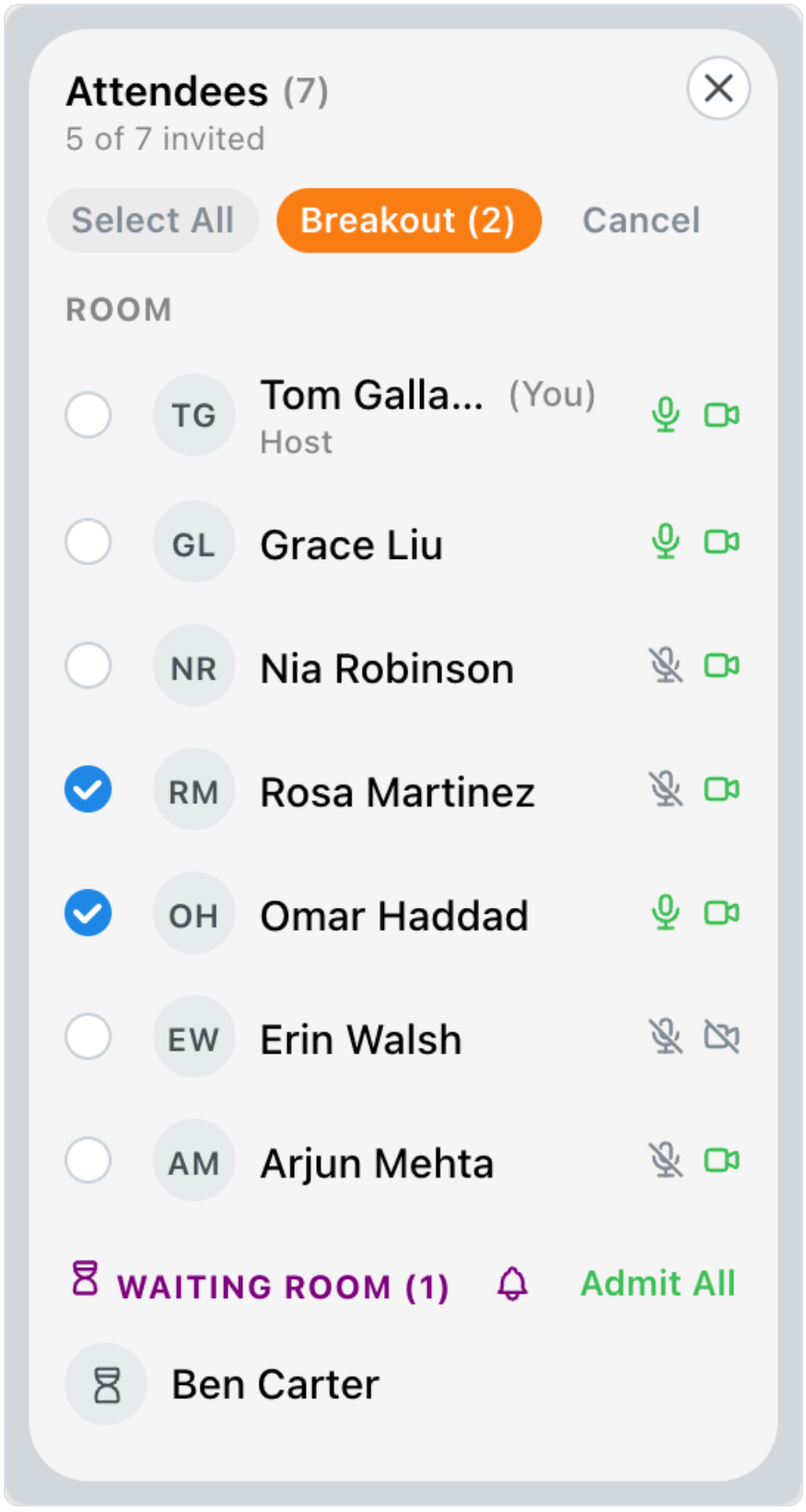
Hosts, co-hosts and the people on your attendee list share their screens without asking. Anyone else asks first, and you see **“[Name] would like to share their screen”** with **Approve** and **Deny**. The request stays on screen for 30 seconds.

> **GOOD TO KNOW: In an Open room, everyone asks**
>
> An Open room has no attendee list, so nobody in it is verified, and every screen share comes to a host for approval. If several people will be presenting, make them co-hosts or put them on an attendee list.

8. Breakout Rooms

In a room with breakout rooms turned on, click **Breakout** on the Room line of the attendee list. Tick the people to send, then click **Breakout (2)** (the number is how many you ticked). Once a breakout exists, the same button lets you add people to it or start a **New Breakout**. **Cancel** backs out.

The Breakout tile on someone's card opens the same choice with that person already ticked. Breakouts are listed in the attendee list under their own names, and a host ends one with **End Breakout** (or all of them with **End All**): everyone in it sees a five-second countdown and is brought back to the main room. **To Breakouts** on the Room line sends everyone with a breakout assignment, or a **Start in Breakout** set on the room's attendee list, to that breakout. More in How to Use Breakout Rooms.



9. Lock the Room

In **Menu**, **Lock Room** stops anyone else from joining, including by phone. Everyone already in stays. The same entry reads **Unlock Room** while locked.

BEST PRACTICE: Lock once everyone has arrived

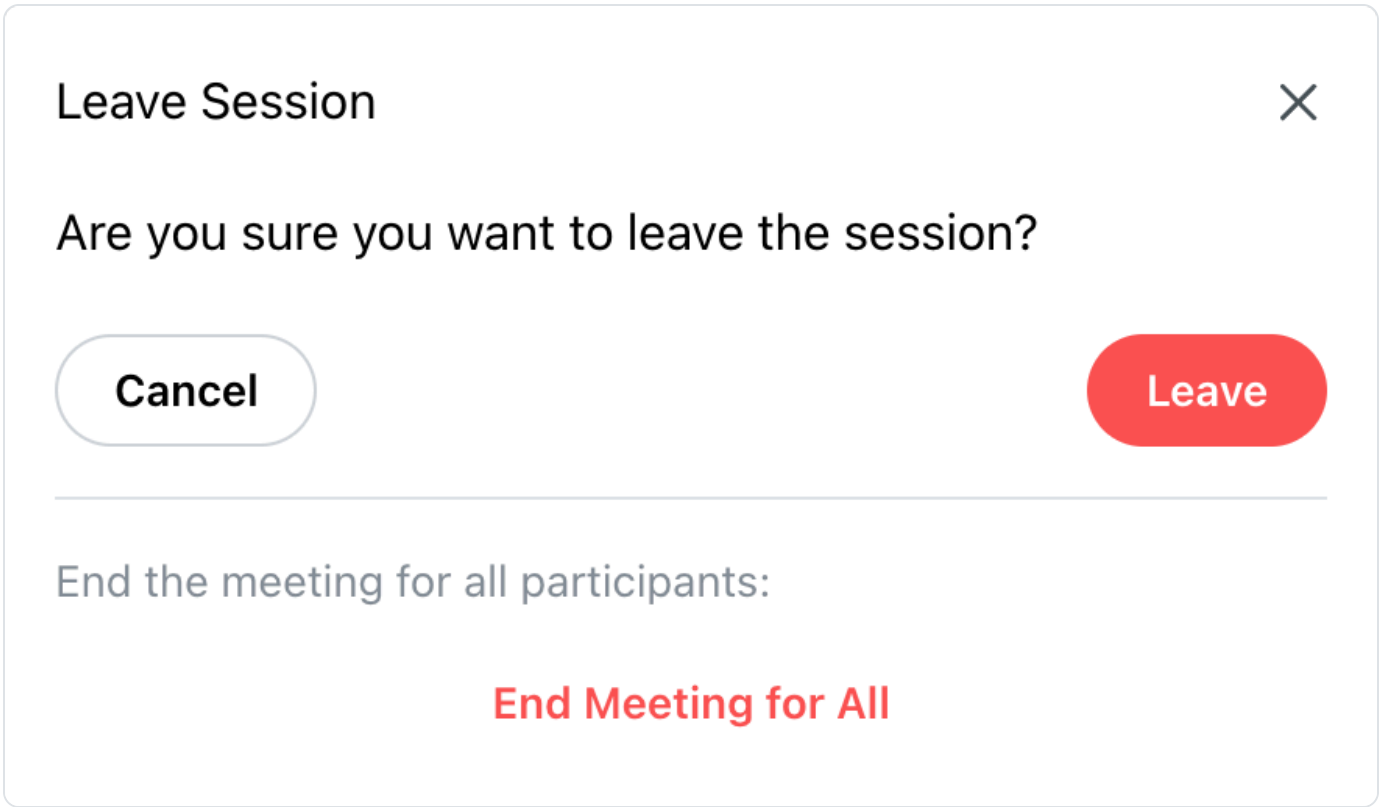
It is the simplest way to make sure nobody wanders in partway through, and it is one click to undo when someone needs to rejoin.

10. End the Meeting

In **Menu**, **Leave** asks whether you are sure. Its **Leave** button disconnects you and leaves the meeting running for everyone else. Below it, hosts also see **End Meeting for All**, which disconnects everyone and ends the meeting.

GOOD TO KNOW: Stop the recording first

Ending the meeting is the last step. Stop the recording yourself first, so you know the file was finished cleanly.



What a Host Cannot Do

- **Demote a co-host, if you are a co-host yourself.** Only an account host can take the host role off a co-host.
- **Leave the meeting with no host.** The last remaining host cannot be demoted.
- **Make an Observer a co-host.** Observers watch a stream of the meeting rather than joining it.
- **Change an attendee's email address.** The address is how they prove who they are, so it is corrected on the room's attendee list instead.

> **GOOD TO KNOW: Changes in the room apply to this meeting only**
>
> Making a co-host or removing someone affects the meeting in progress, not the room itself. For a room you use again, make the same change on the room's attendee list.