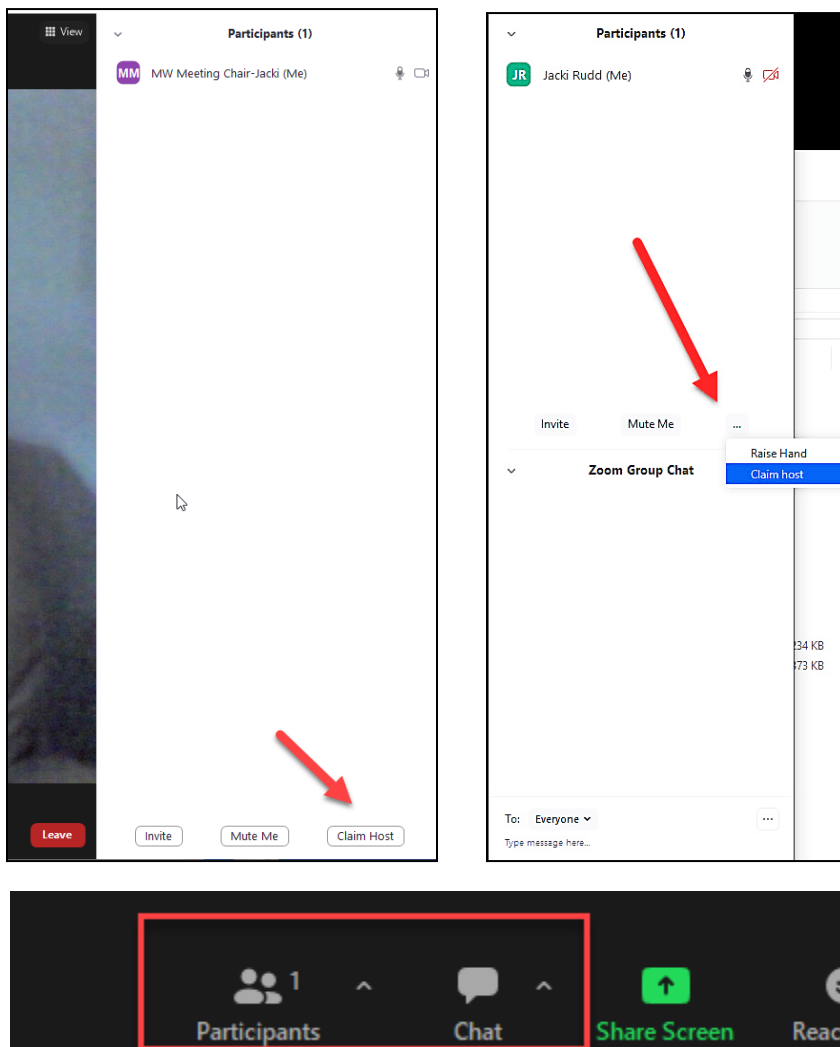# HOW TO CLAIM HOST & MUTE PARTICIPANTS UPON ENTRY

CLAIM HOST (code: 749846)

This allows the Chair (or Host) to manage participants, mute microphones, turn off video, kick out wily attendees, designate co-hosts with the same superpowers, etc. You can Claim Host by clicking Participants OR Chat. Be aware that the dots may appear in one of two places. Click in the 3 small dots to get the pop-out and be directed to a dialog to type in the Host code.
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See how to "Mute Participants Upon Entry" on next page

**MUTE PARTICIPANTS
UPON ENTRY**

"Mute Participants Upon Entry" can be very helpful, particularly given the audio commotion that can accompany folks entering a Zoom meeting. Where you really see its benefit is after a meeting has started -- especially during a silent meditation. Access the Participants pop-out and click the 3 dots to select this option.