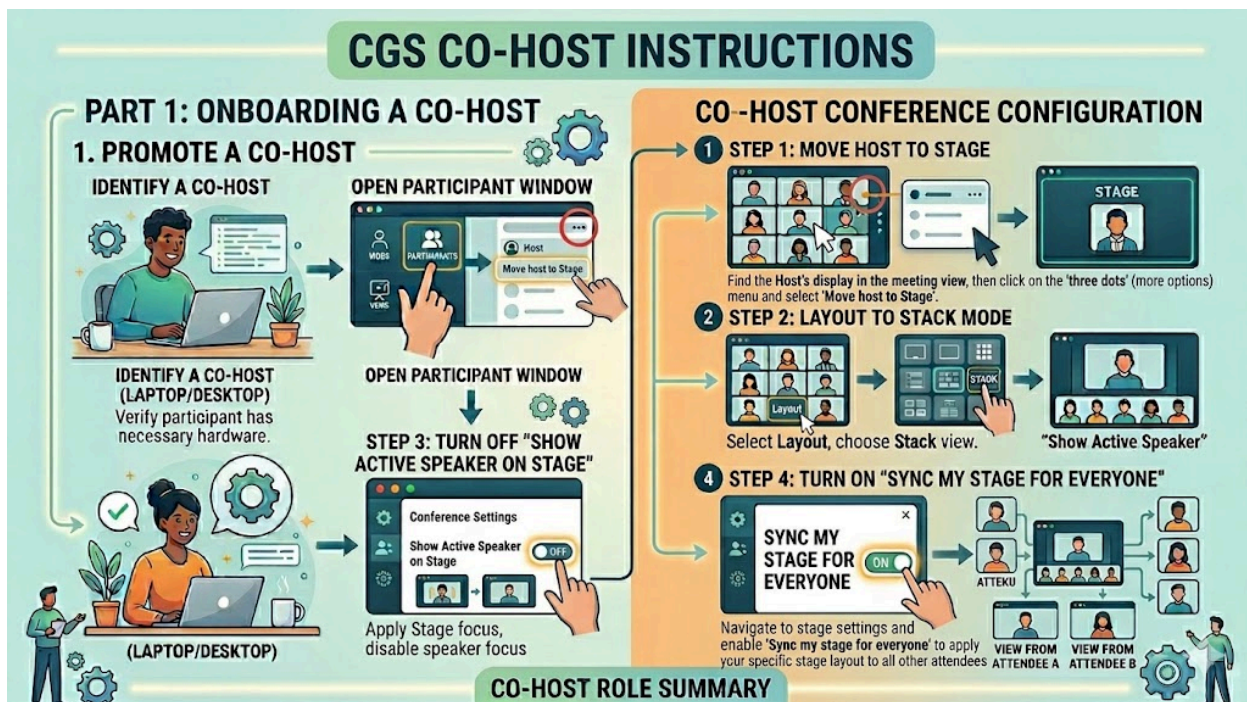
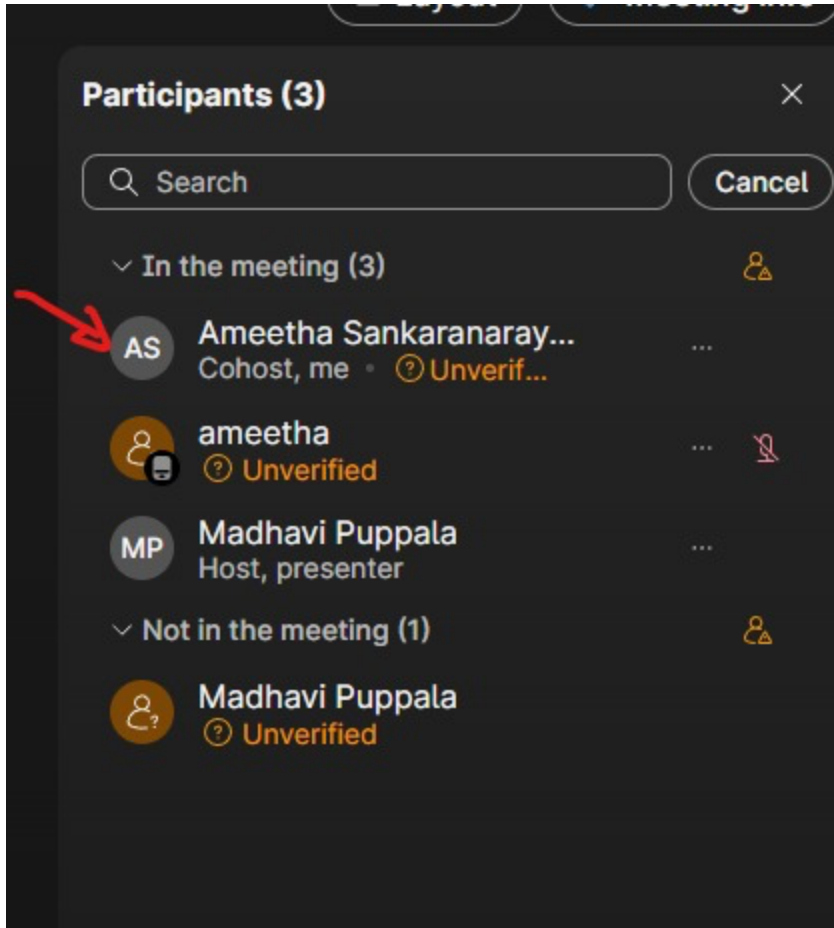


# Web Conference Management: Host & Co-Host Guide



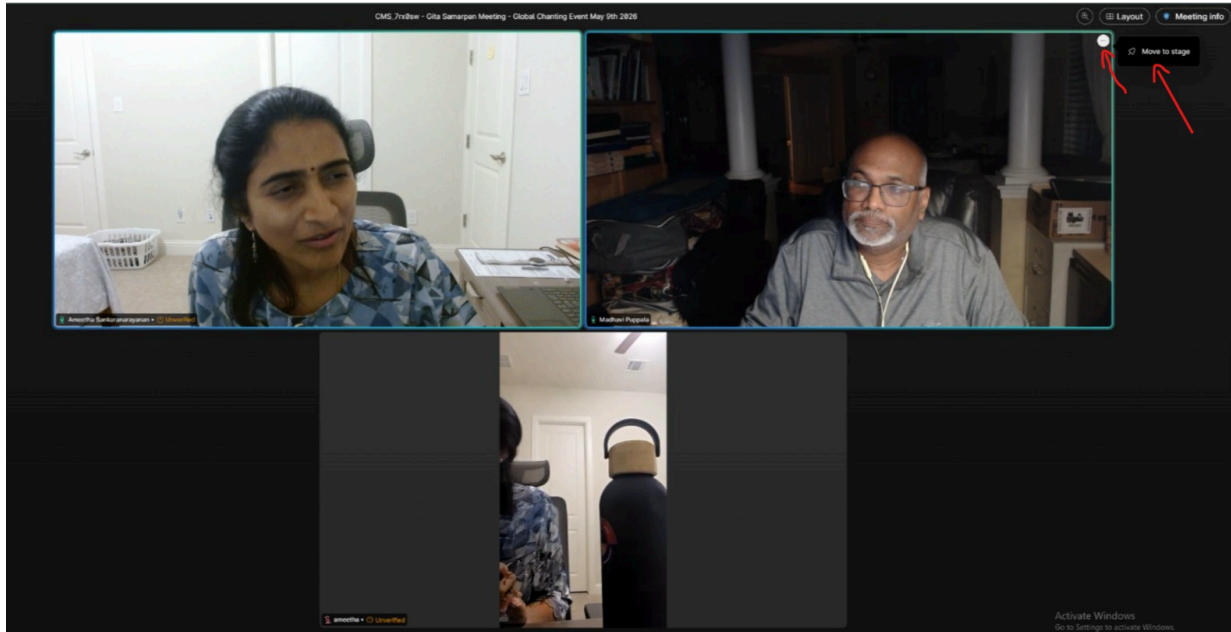
## Part 1: Onboarding a Co-Host (Host Role)

- **Identify a Co-Host:** Find a participant using a laptop or desktop.
- **Open Participant Window:** Click on the "Participants" icon.
- **Assign Role:** Locate the user's name, click the three dots (more options), and select "Make Co-host."



## Part 2: Effective Conference Management (Co-Host Role)

- **Step 1:** Click on the three dots on the Host's display and select "**Move host to Stage.**"



- **Step 2:** Change the Layout to "Stack mode."
- **Step 3:** Turn **OFF** "Show active speaker on stage."
- **Step 4:** Turn **ON** "Synch my stage for everyone."

