REMOVE A PARTICIPANT
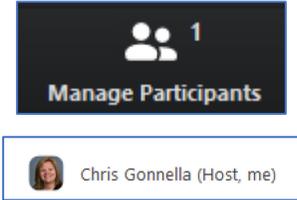
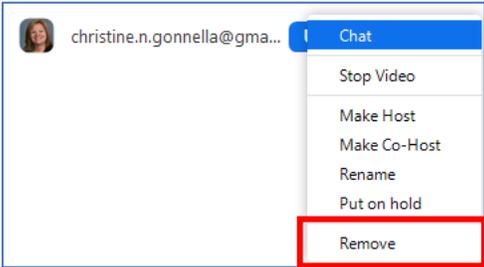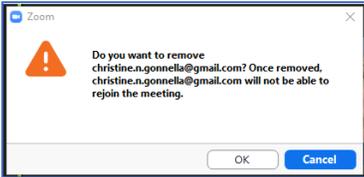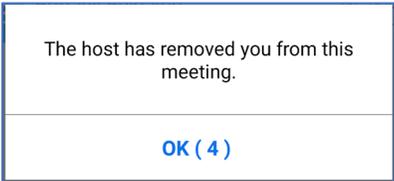|	
To perform this task, you must be the host of the meeting. You can check whether you are host by looking for the Participants panel in the Zoom toolbar. If it is labeled, **Manage Participants** then you are a host. You will find the role listed next to your name in the Participants list.	
In the **Participants** panel, hover over the name of the person you want to remove. Choose **Remove**.	
You will be asked whether you really want to remove the individual. Choose **OK**.	
Once you remove the person from the meeting, they will not be allowed back into it. The participant will be immediately removed from the meeting. Zoom will notify the user that the host removed them.	
If they attempt to rejoin, they will be told that they are not allowed to rejoin the meeting. If the meeting is re-started at another time, they *will* be able to rejoin.	