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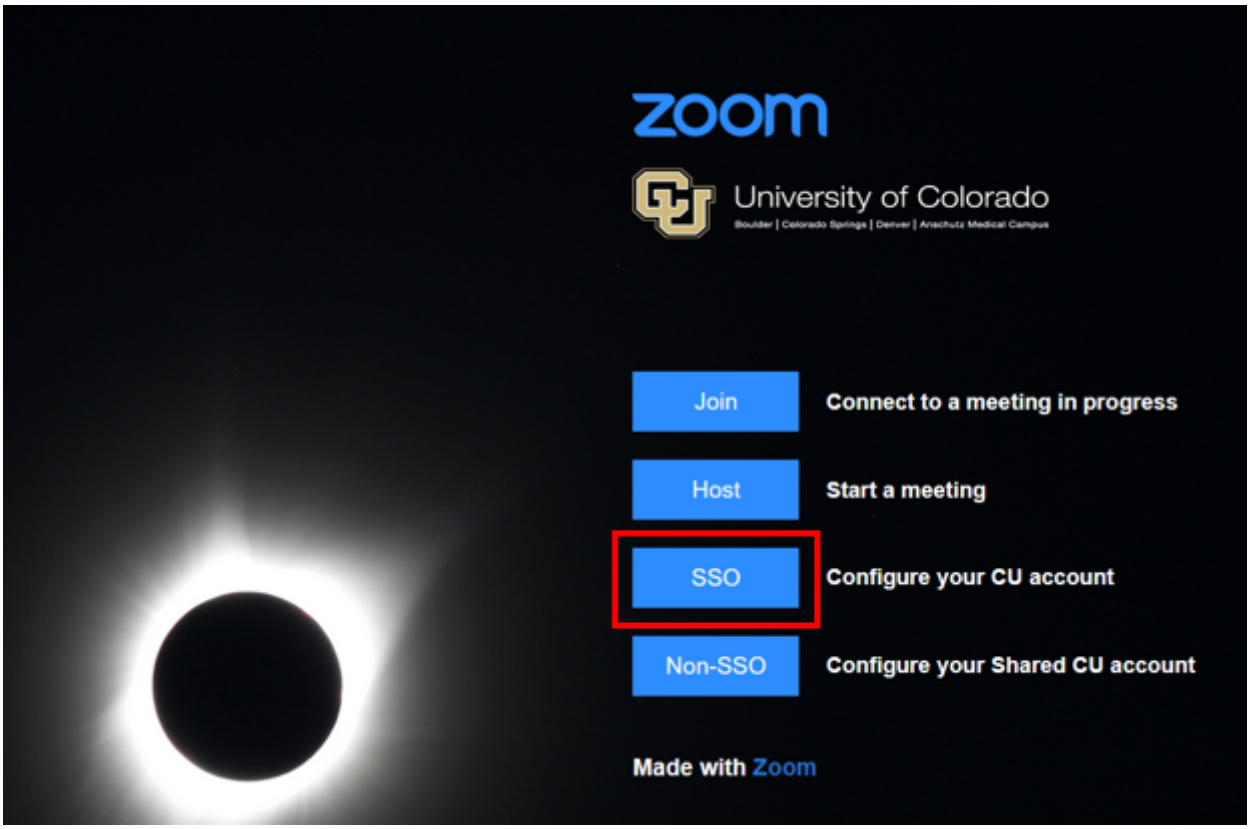
Assign an alternative host to a Zoom meeting [1]

April 2, 2024 by ES and UIS Communications [2]

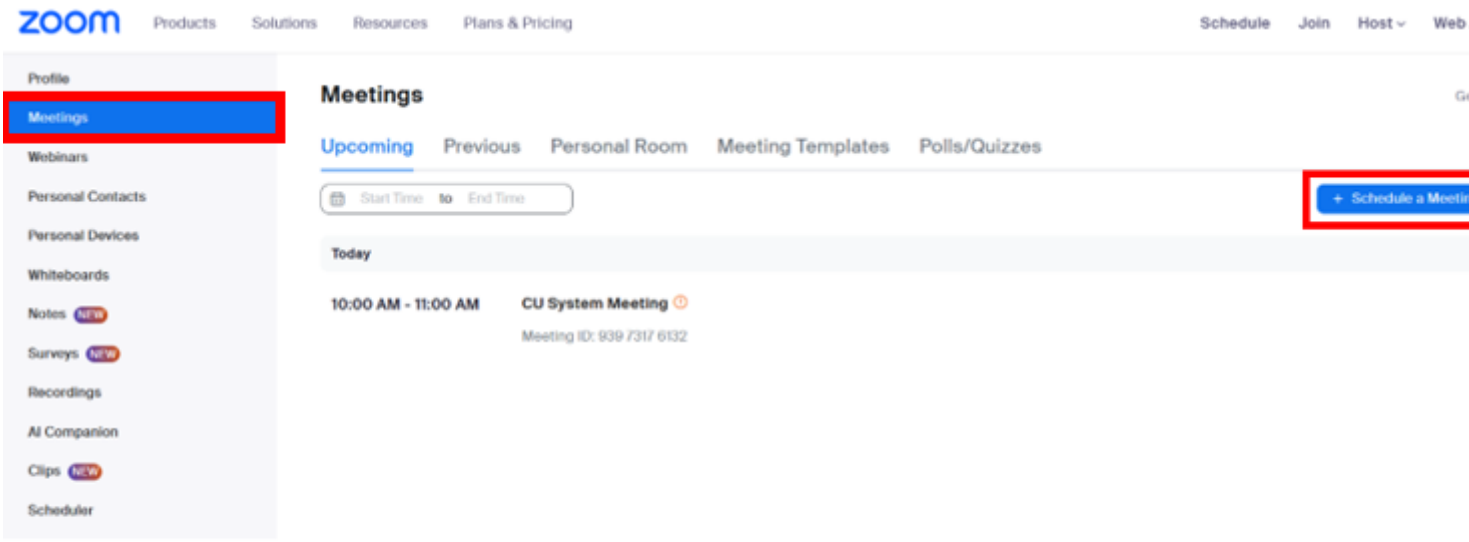
The UIS Service Desks recommends assigning an alternative host to all scheduled Zoom meetings, so that the meeting may be changed or continued. This can be done prior to the meeting or during an active meeting. You'll want to use the Zoom Web Portal to assign this role before a scheduled meeting as it sends a notification to the cohost.

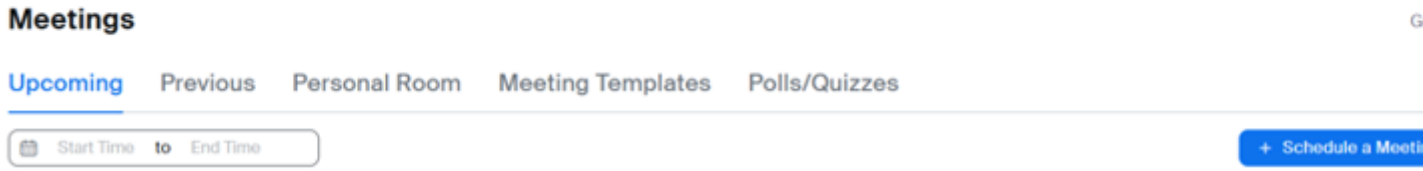
Designating an alternative Zoom host before a meeting:

1. Log in to the CU Zoom Web Portal [3].

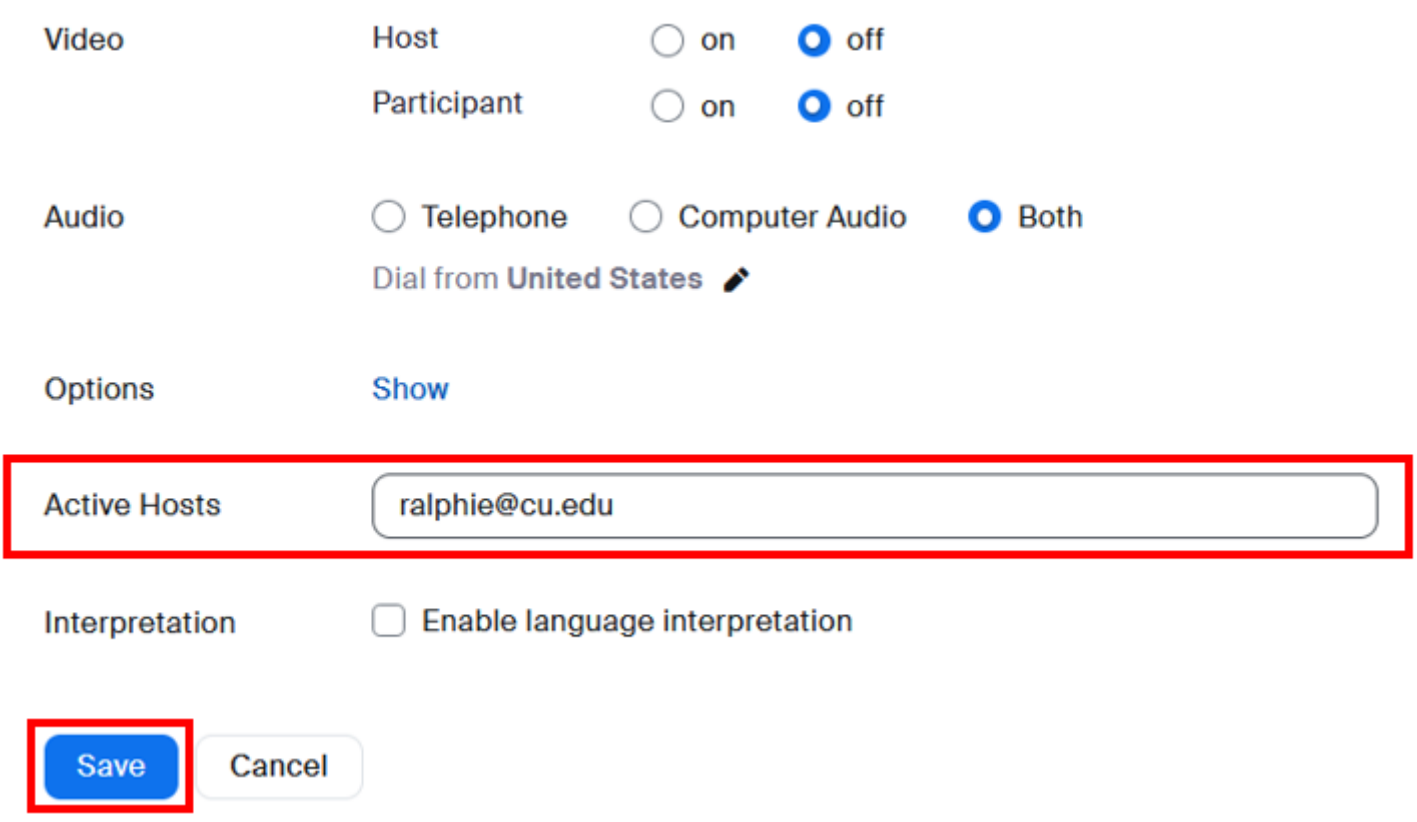


2. Go to **Meetings** and either select an upcoming meeting from the list (if you are the host of that meeting) or click the **Schedule a Meeting** button.





3. Type in the alternative host's email address in the **Active Hosts** section. Click on **Save** to finalize your settings.

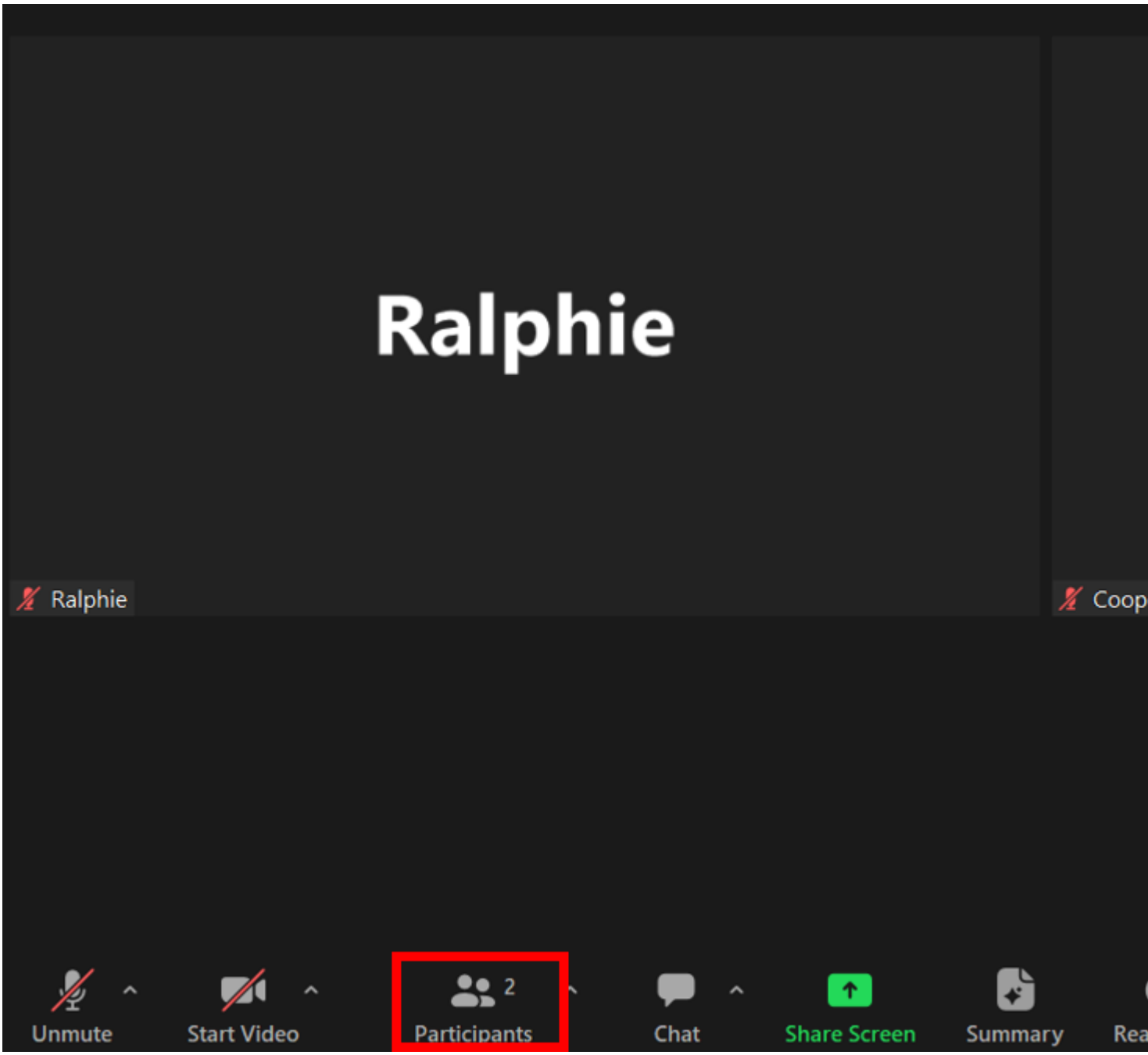


Visit Zoom's co-host assignment instructions [4] and co-host controls guide [5] for more information.

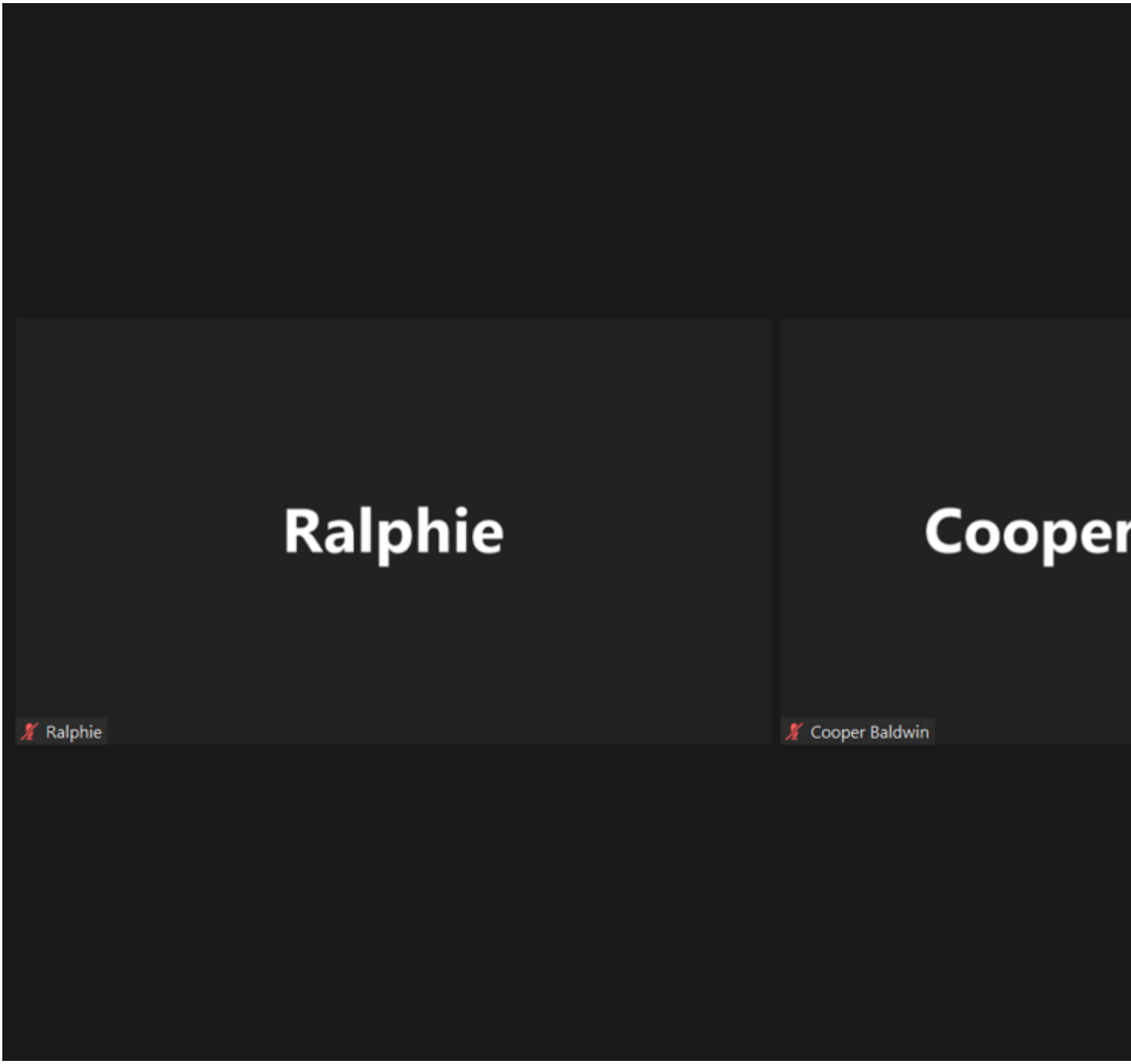
Designating an alternative Zoom host during a meeting:

1. Start the meeting as the host.

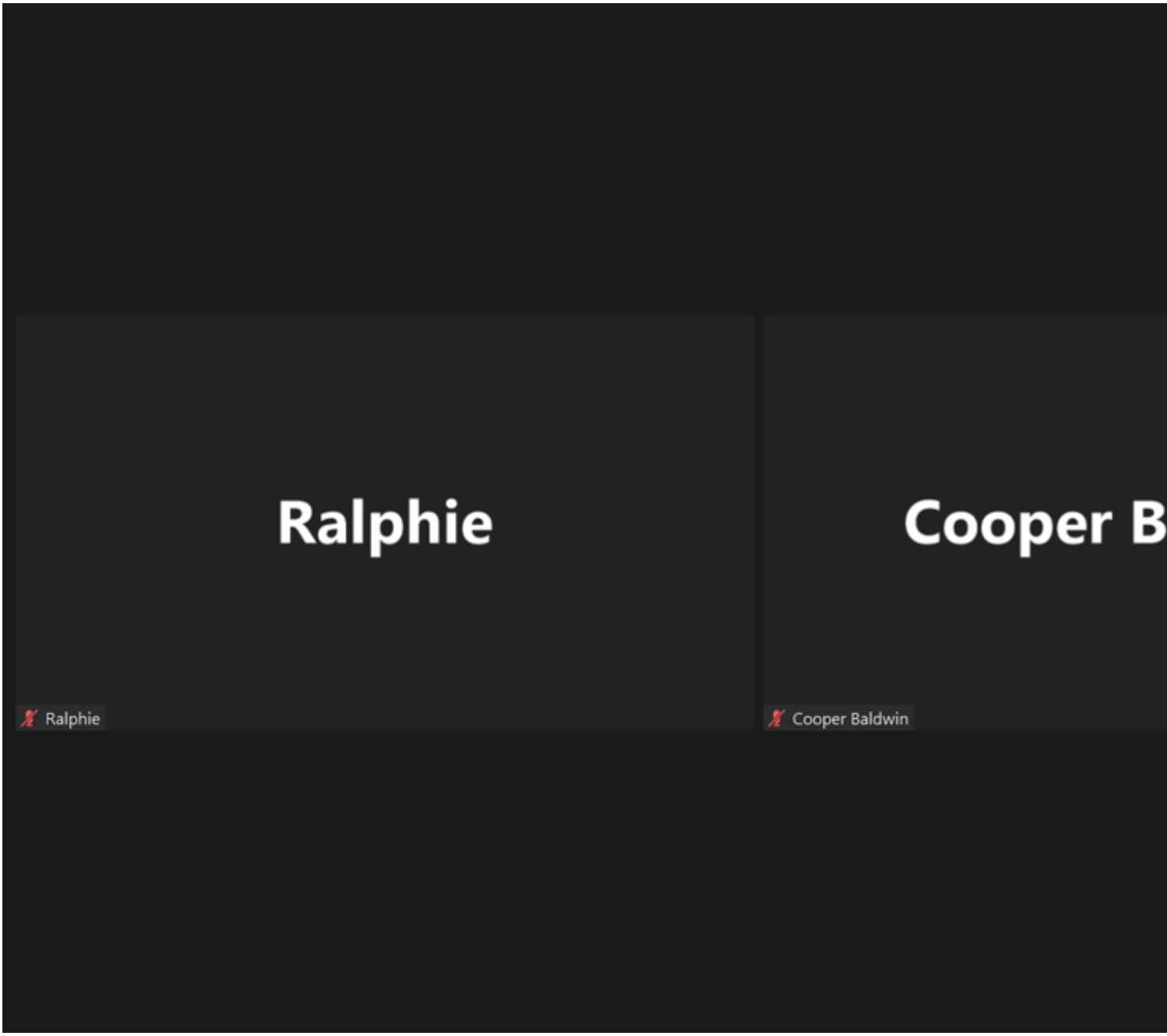
2. In the meeting controls, click **Participants**.



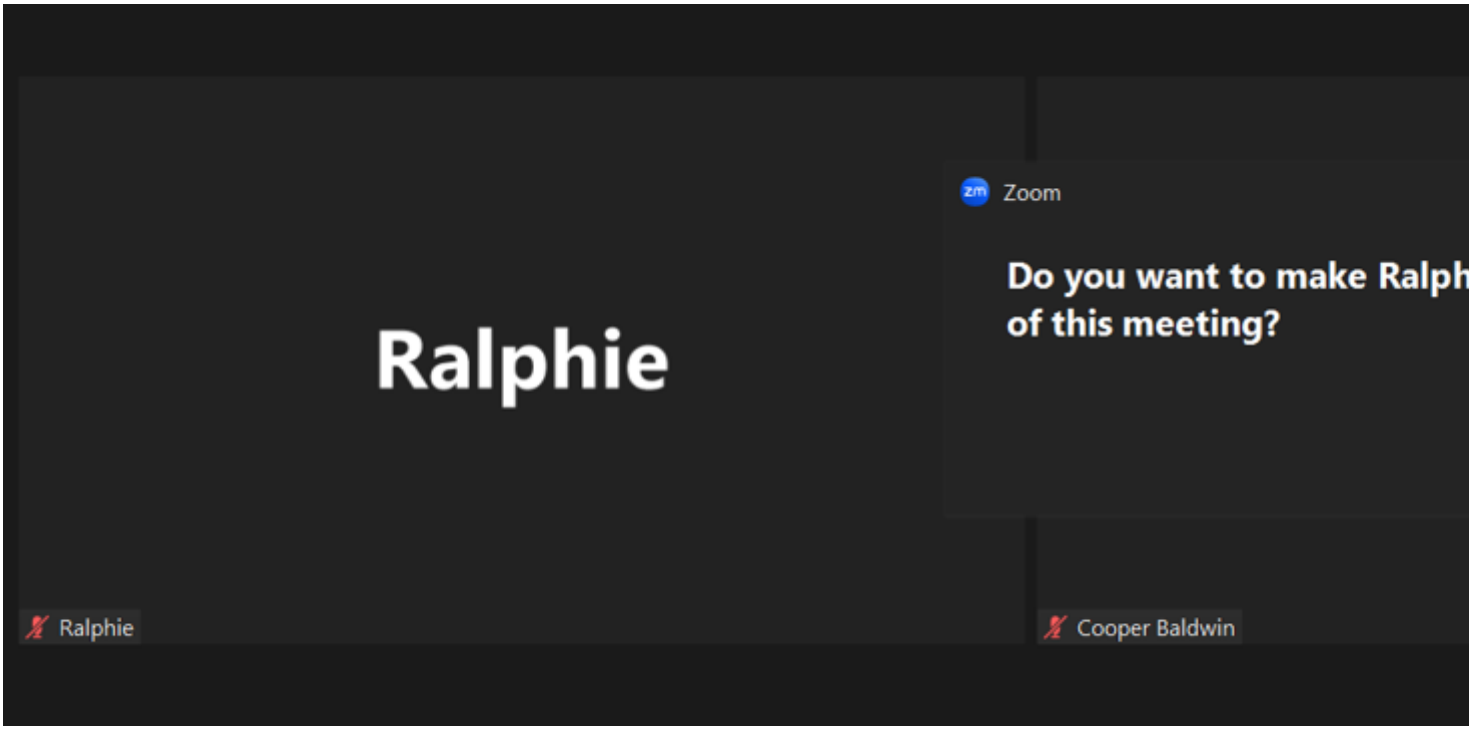
3. Hover over the name of the participant who is going to be a co-host, and select the **More** icon (three horizontal dots).



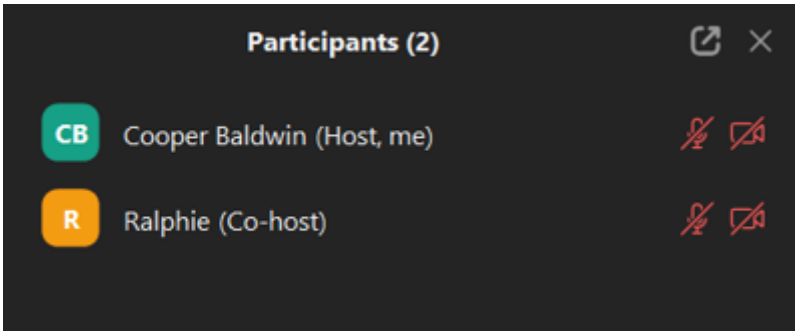
4. Click **Make Co-Host** from the drop-down menu.



5. Select **Yes** to confirm your co-host selection.



6. Once a participant has been made a co-host, they'll have access to the co-host controls [5].



Visit Zoom's co-host assignment instructions [4] and co-host controls guide [5] for more information.

NOTE: Alternative hosts can begin the meeting, but it may not show up in their "upcoming meetings" list on the Zoom app. They also need to have the latest Zoom upgrade version. In some cases, Zoom may assign the same alternative host to all meetings in a series, if it is a reoccurring meeting

Zoom [6]
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