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How to assign an alternative host to a Zoom meeting III

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 <u>CU Zoom Web Portal</u> [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.

ZOOM Products Solutions Resources Plans & Pricing 5	Schedule	Join Ho	st~	Web
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Meetings				
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Personal Contacts		+ Sch	edule a l	Meetir
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3. Type in the alternative host's email address in the **Active Hosts** section. Click on **Save** to finalize your settings.

Video	Host 🔿 on 🔾 off
	Participant 🔿 on 🔾 off
Audio	 ○ Telephone ○ Computer Audio ○ Both Dial from United States
Options	Show
Active Hosts	ralphie@cu.edu
Active Hosts Interpretation	ralphie@cu.edu Enable language interpretation

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 <u>co-host</u> <u>controls</u> [5].



Visit Zoom's <u>co-host assignment instructions</u> [4] and <u>co-host controls guide</u> [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

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