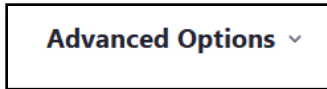


Zoom Alternative and Co-Host Options

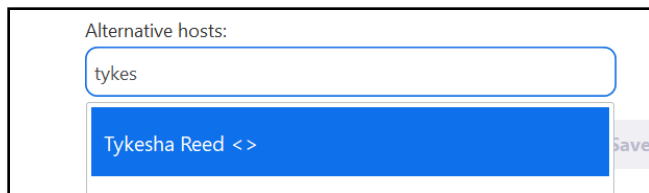
When scheduling a meeting, the host can designate another MC employee to be the alternative host. The alternative host can start the meeting on the host's behalf. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting.

To add an Alternative Host from the Zoom app:

1. Click **Schedule**. Complete the fields. At the bottom of the page, you will see the Advanced options. Click the drop-down arrow.



2. Type the name of the MC employee that will be your alternative host. As you begin to type, an automated list of names will appear. Select the employee's name from the list.



3. Click **Save**.

To add an Alternative Host from the MC Zoom website:

1. In the top right of the webpage, click **Schedule A Meeting**.



2. Complete the fields. At the bottom of the page, you will see the Alternative Host field. Insert the employee's MyMC username (NOT their email address) and press Enter.



3. Click **Save**.

Note:

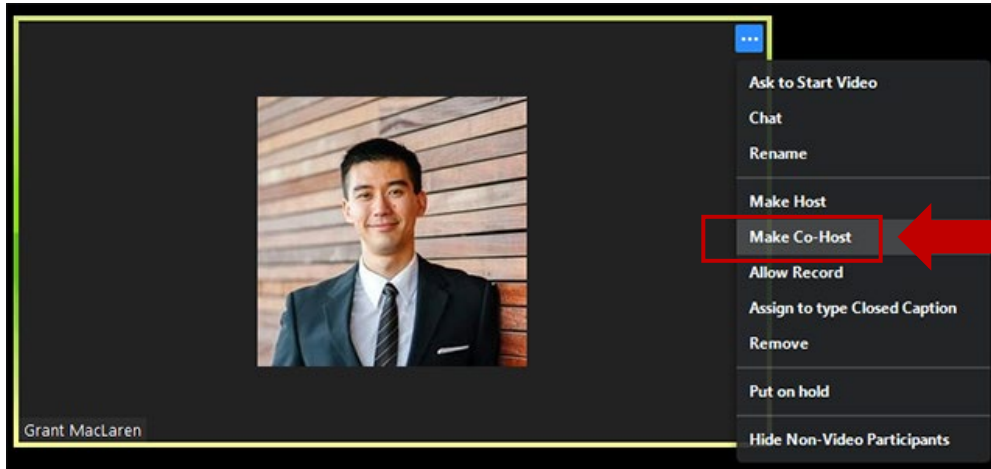
- The alternative host can start the meeting using the join link in the email or calendar invite sent to them by the host. The meeting will not display in the upcoming meetings in the desktop client or mobile app for alternative hosts.
- If a host is attending a meeting but needs assistance with managing the meeting, they can assign a co-host during the meeting.

Adding a Co-Host While in a Zoom Meeting

The co-host feature allows the host to share hosting privileges with another user, allowing the co-host to manage the administrative side of the meeting, such as managing participants or starting/stopping the recording. The host must assign a co-host. There is no limitation on the number of co-hosts you can have in a meeting or webinar. **Note:** The Co-Host option must be turned on in the Meeting settings.

To add a Co-Host once the meeting has started.

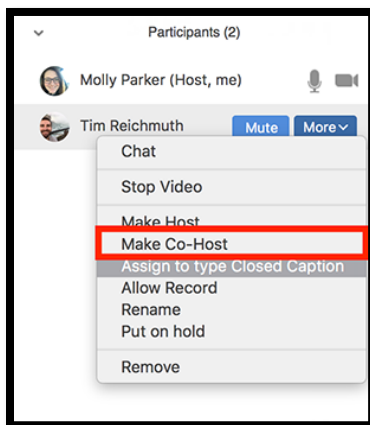
- A. In the meeting, the host hovers over the user's video, clicks on the three dots, and chooses **Make Co-Host**.



- B. Alternatively, the host can make another participant a co-host through the Participants window.
1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.



2. Hover over the name of the participant who is going to be a co-host, and choose **More**.
3. Click **Make Co-Host**.



If you need additional assistance, please contact the IT Service Desk at:
ITServiceDesk@montgomerycollege.edu or (240) 567-7222.