



ASSIGN ALTERNATIVE HOSTS

When there is a need to have more than one host in a meeting, or you need someone to host on your behalf, use the **Alternative Host** option. This option allows you to schedule a meeting and invite another **ConferZoom** user as the host of the session. The first alternative host to join before the meeting scheduler will be granted host controls. The scheduler can reclaim host controls by going to Participants and select 'Reclaim Host'.

An example for using **Alternate Hosts** is a tutoring center that has one employee who coordinates the scheduling of multiple tutors (with ConferZoom accounts). The coordinator has to look at just one account to see the scheduled tutoring sessions, the assigned tutors, and the ability to make changes as needed.

At the time the meeting is scheduled the alternate host will receive an email message stating he/she was added as an alternative host, along with a direct link to join meeting. The meeting will not appear in the alternate host's account so they must use the link, or enter the meeting ID when joining from the desktop app or website page.

Date: October 26, 2017 at 10:03:41 AM PDT
To:
Subject: Zoom meeting invitation
Reply-To: no-reply@zoom.us

Hi Donna Gustafson,

You have been invited to be an alternative host for this meeting. As a host, you have the ability to start and end the meeting.

Topic: Alternate Host Scheduling
Time: Oct 26, 2017 10:00 AM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/691290723>

Or iPhone one-tap:
US: +14086380968,,691290723# or +16468769923,,691290723#

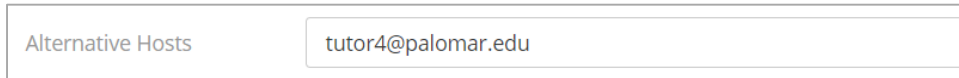
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 408 638 0968 or +1 646 876 9923 or +1 669 900 6833
Meeting ID: 691 290 723
International numbers available: https://cccconfer.zoom.us/join?m=ls-nHSGqm_uf2hB5yom0HCWHpKACTSLh

Or Skype for Business (Lync):
SIP: <https://cccconfer.zoom.us/skype/691290723>

To add an Alternative Host to your meeting, sign into your **ConferZoom** account portal at www.conferzoom.org.

Schedule a new meeting:

- In the Alternative Hosts field at the bottom of the screen, enter the ConferZoom account email of the alternate host.
- Multiple hosts can be added, enter a comma with no space between each email address.



Alternative Hosts tutor4@palomar.edu

- The new host information will appear on the screen just at the time of scheduling. To view who was scheduled at a later time, follow the Edit instructions below.

Edit a previously scheduled meeting:

- Click on the **Meetings** tab
- Click on the meeting **Topic**
- At the bottom of the screen click **Edit this Meeting**
- In the Alternative Hosts field at the bottom of the screen, enter the ConferZoom account email of the alternate host, or change hosts.
- Multiple hosts can be added, enter a comma with no space between each email address.

* Note: During a live session the host can assign host privileges to a participant, and reclaim the host privileges.