## Adding an Alternative Host

Many teachers are creating *recurring meetings* so that students will use the <u>SAME</u> meeting link each time they meet. If a teacher is absent, some co-teachers are continuing with the regularly scheduled class. Instead of the co-teacher creating a brand-new meeting and pushing the new link out to students, the host of the meeting can designate this co-teacher as an *alternate host* to start and run the regularly scheduled meeting on their behalf. This would allow the alternate host to use the <u>SAME</u> meeting link that has already been provided to the students.

Meetings

Upcoming

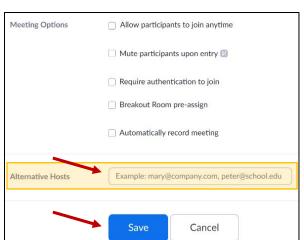
Previous

🛗 Start Time to End Time

Personal Room

## To Add an Alternate Host to a **BRAND-NEW** Meeting:

- 1. Open Zoom (<u>www.zoom.us</u>) and sign in.
- 2. Click on **MY ACCOUNT** in the top right corner.
- Click on the MEETINGS tab on the left panel and choose SCHEDULE A MEETING on the right.
- 4. Add your meeting details.
- At the bottom of the page is where you can add an alternative host. Enter the MCSD email address of the person you would like to run the meeting in your absence.
- 6. Press **SAVE** when finished.
- After pressing save, the co-teacher will receive an
  email from Zoom. The email will have a link to start the meeting. The co-teacher will <u>NOT</u> see
  this meeting listed in their personal Zoom account. They MUST use the link in the email.
- On the next screen you will see the meeting invitation and link. This is the information that must be given to the students. The alternative host (co-teacher) should <u>NOT</u> share the link that was given to them via email.





Meeting Templates

Recently Deleted

Get Training

## To Add an Alternate Host to an **EXISTING** Meeting:

1. Open Zoom (<u>www.zoom.us</u>) and sign in.



- 2. Click on **MY ACCOUNT** in the top right corner.
- 3. Click on the **MEETINGS** tab on the left panel. You will see a list of your scheduled meetings listed in the center of your screen.
- 4. Hover over the meeting you would like to add the alternative host to and select EDIT.

Profile	Meetings			Get Training	
Meetings	Upcoming	Previous Personal Room	Meeting Templates		
Webinars	🛗 Start Time	to End Time		Schedule a Meeting	
Personal Audio Conference					
Recordings	Recurring				
Settings	Recurring	Period 1		Start Edit Delete	
Account Profile		Meeting ID: 925 2713 738	8		

- Scroll to the bottom of the page. In the alternative host field, enter the MCSD email address of the person you would like to run the meeting in your absence.
- 6. Press **SAVE** when finished.
- After pressing save, the alternative host will receive an email from Zoom. The email will have a link to start the meeting. The alternative host will <u>NOT</u> see this meeting listed in their personal Zoom account. They MUST use the link in the email.

Meeting Options	Allow participants to join anytime		
	Mute participants upon entry 12		
	Require authentication to join		
	Breakout Room pre-assign		
	Automatically record meeting		
Alternative Hosts Example: mary@company.com, peter@school.ed			
	Save Cancel		

 On the next screen you will see the meeting invitation and link. This is the information that must be given to the students. The alternative host (co-teacher) should <u>NOT</u> share the link that was given to them via email.