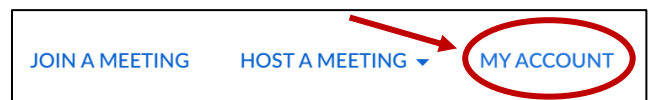


Adding an Alternative Host

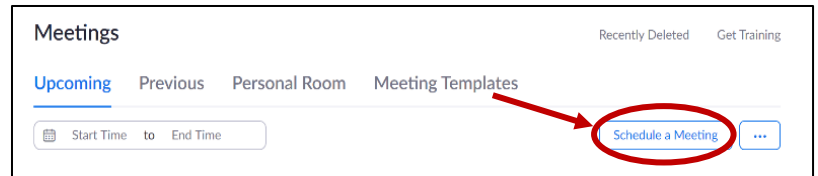
Many teachers are creating **recurring meetings** so that students will use the **SAME** meeting link each time they meet. If a teacher is absent, some co-teachers are continuing with the regularly scheduled class. Instead of the co-teacher creating a brand-new meeting and pushing the new link out to 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 **SAME** meeting link that has already been provided to the students.

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

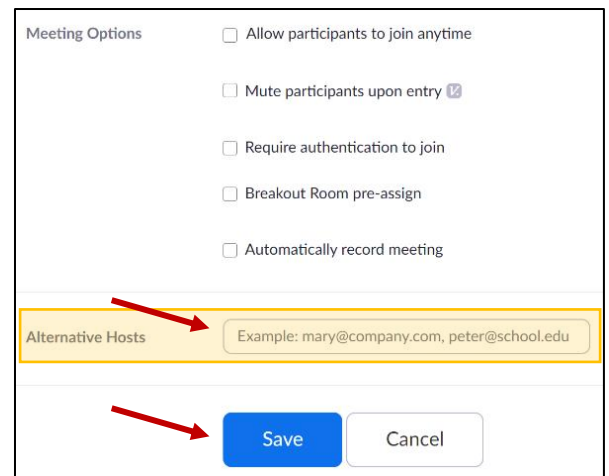
1. Open Zoom (www.zoom.us) and sign in.
2. Click on **MY ACCOUNT** in the top right corner.
3. Click on the **MEETINGS** tab on the left panel and choose **SCHEDULE A MEETING** on the right.



4. Add your meeting details.
5. At the bottom of the page is where you can add an **alternative host**. Enter the **MCS D** email address of the person you would like to run the meeting in your absence.



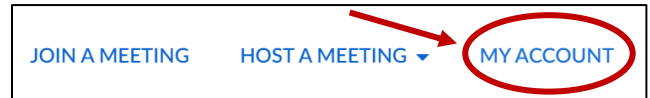
6. Press **SAVE** when finished.



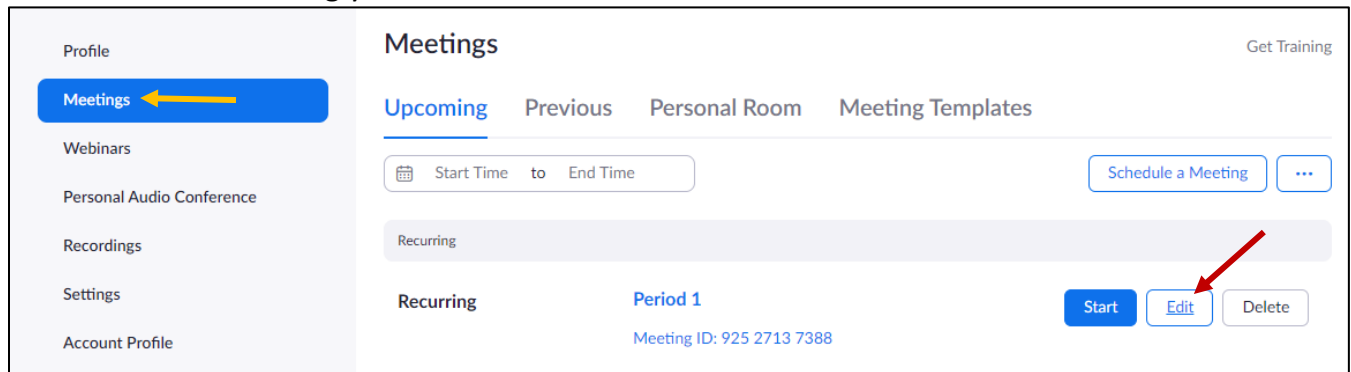
7. After pressing save, the co-teacher will **receive an email from Zoom**. The email will have a link to start the meeting. The co-teacher will **NOT** see this meeting listed in their personal Zoom account. They **MUST use the link in the email**.
8. On the next screen you will see the meeting invitation and link. This is the information that must be given to the students. The alternative host (co-teacher) should **NOT** share the link that was given to them via email.

To Add an Alternate Host to an EXISTING Meeting:

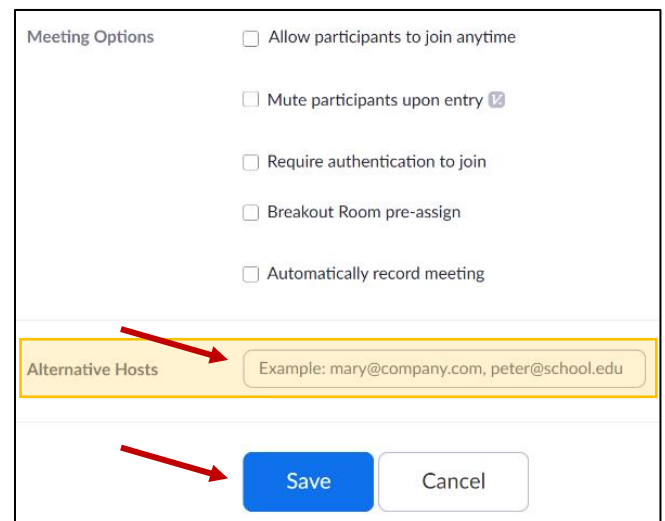
1. Open Zoom (www.zoom.us) and sign in.
2. Click on **MY ACCOUNT** in the top right corner.



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**.



5. 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.
7. 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 **NOT** see this meeting listed in their personal Zoom account. They **MUST use the link in the email**.



8. 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 **NOT** share the link that was given to them via email.