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.
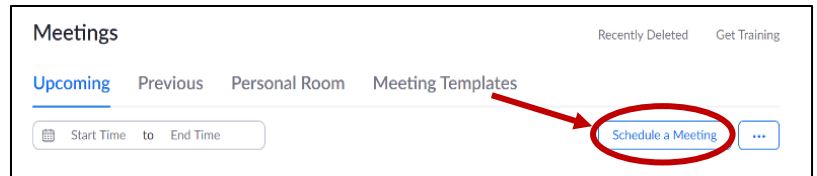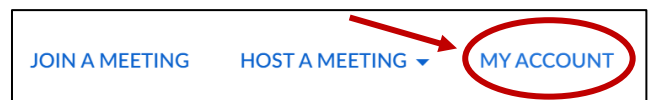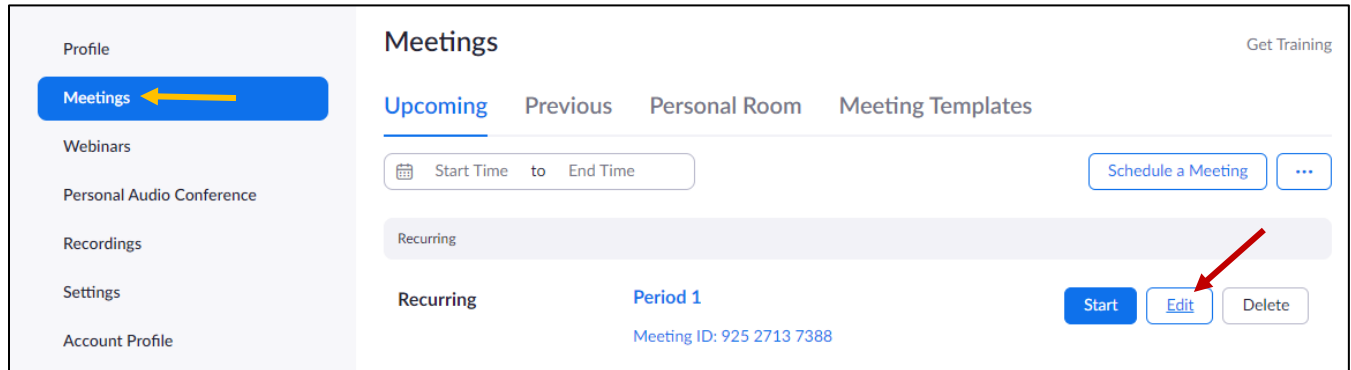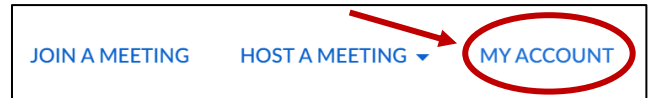
4. Add your meeting details.

5. At the bottom of the page is where you can add an **alternative host**. **Enter the MCSD email address** of the person you would like to run the meeting in your absence.
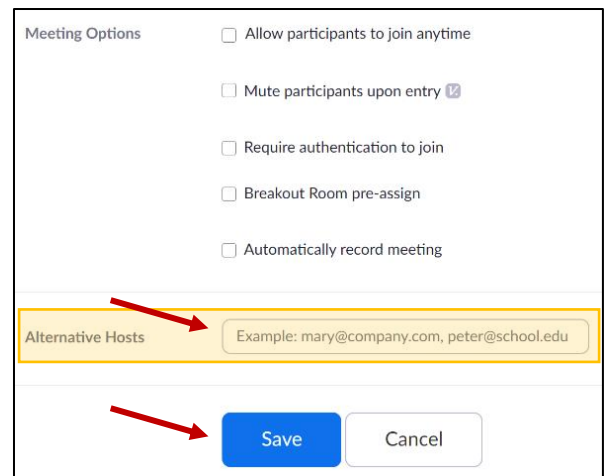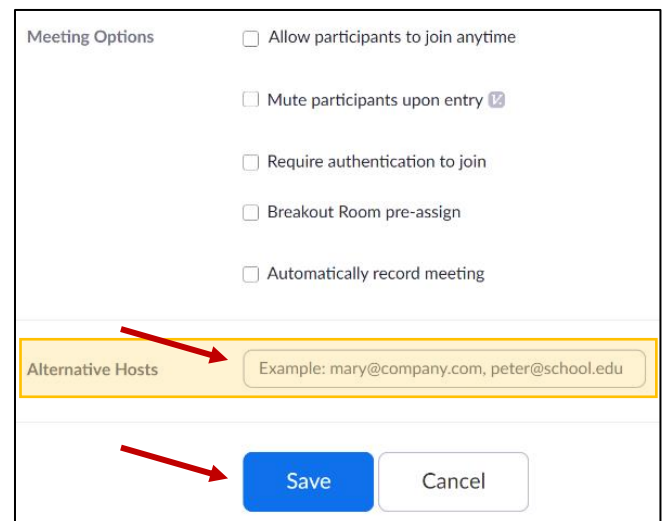
6. Press **SAVE** when finished.

7. After pressing save, the 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.