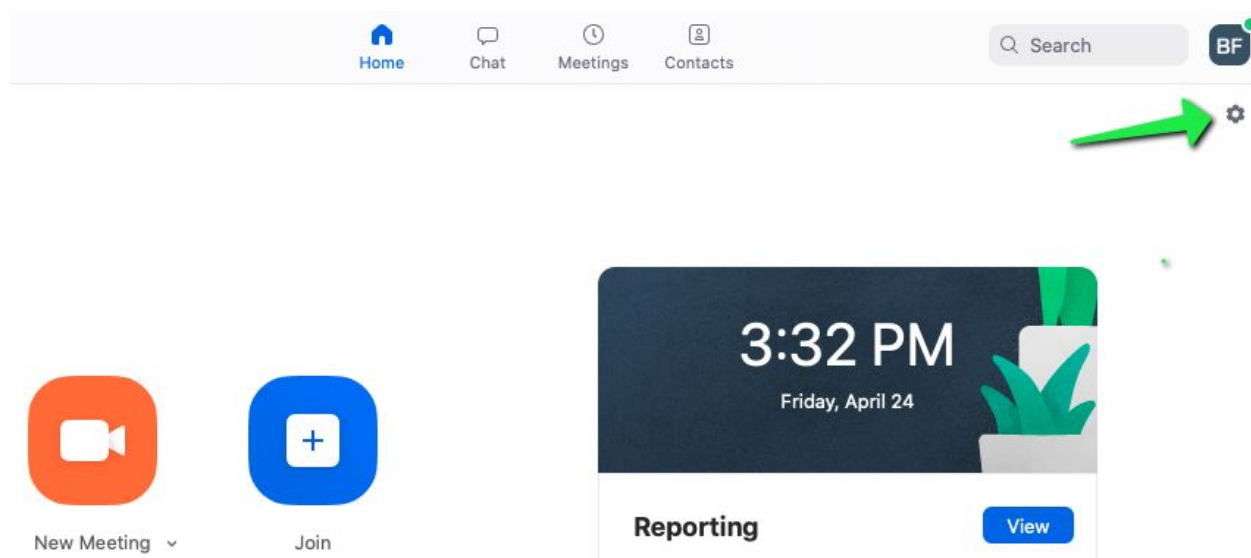


Zoom Meetings: Add a Co-Host / Alternative Host

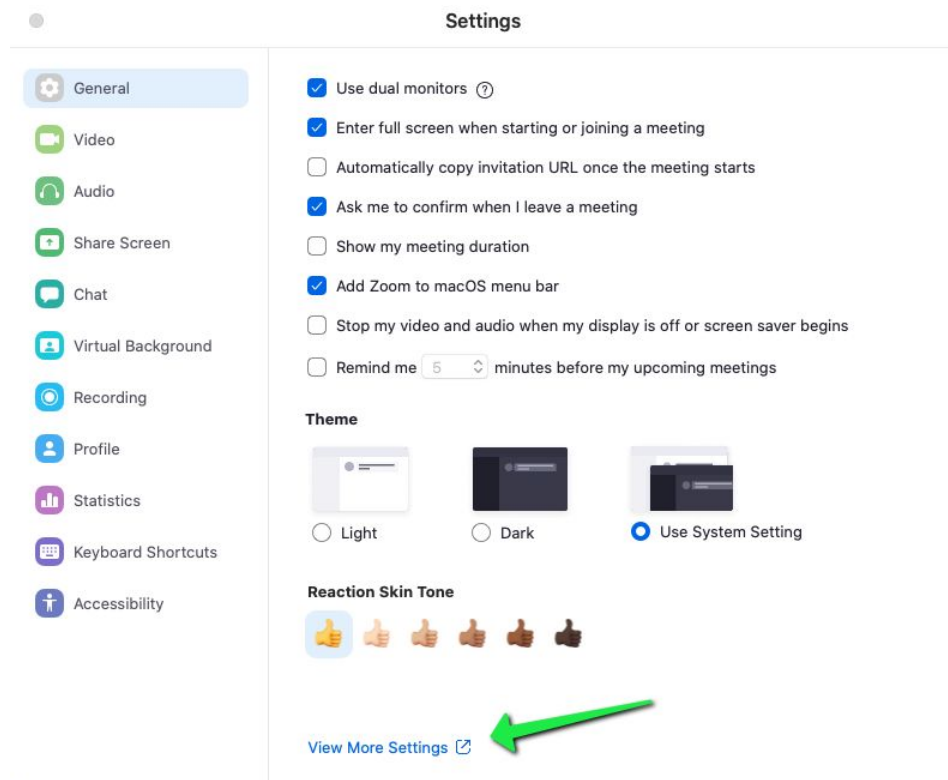
As we move to increase security for Zoom meetings, the updated default settings and Best Practice is to have *Join Before Host* deactivated. Many users have also enabled the *Waiting Room* feature that requires the Host or Co-Host to admit attendees to the meeting. Given these two popular and standard changes to better secure Zoom meetings, it is advisable to add at least one Alternative host to a Zoom meeting, should the host not be able to attend or begin on time. The first section below explains how to activate the *Co-host* feature in your Zoom Settings if it has not yet been turned on. After are step-by-step explanations for adding an Alternative Host to a Zoom Meeting.

Activate Ability to Add Alternative Hosts in your Zoom Account:

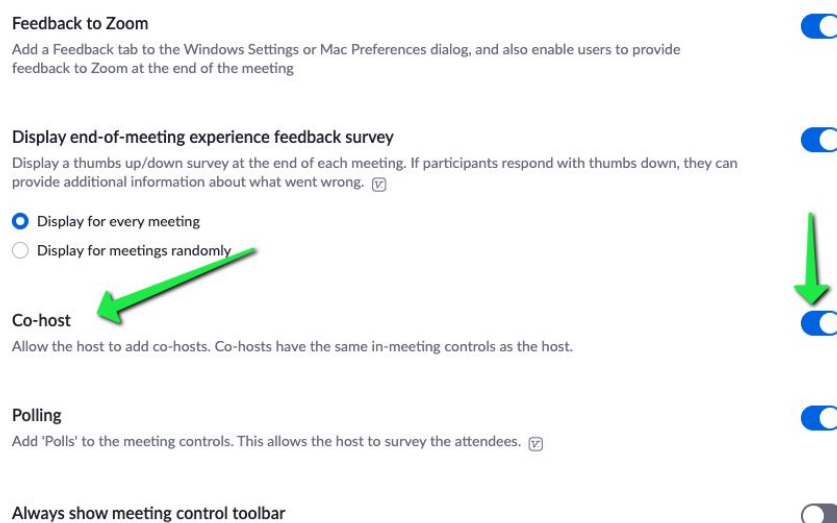
1. In the Zoom app, click on the settings gear:



2. Click on View More Settings:



3. Once in Settings in the web browser, scroll to Co-host heading and toggle the feature on:

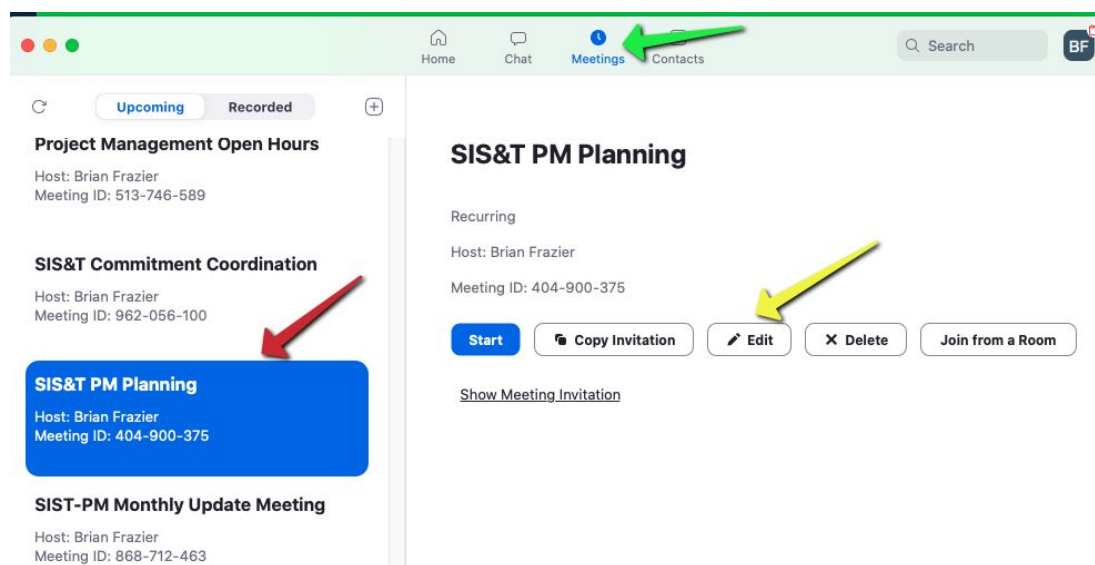


Add Alternative Host to a Google Calendar Meeting w/ Zoom Location:

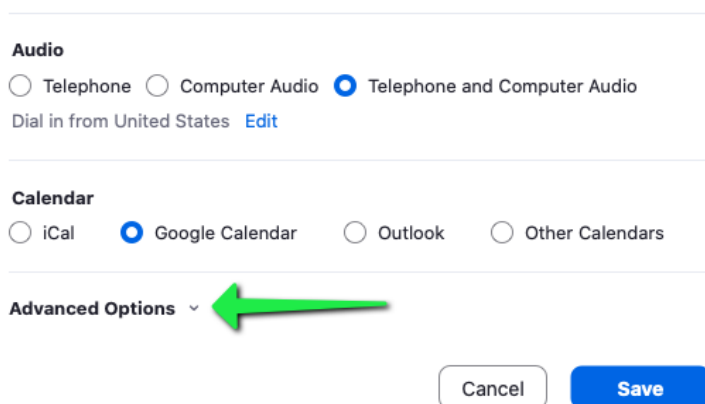
1. Create your Google Calendar Invite, Save it, and Notify Guests as you normally would.
2. Follow the directions in the following section of this document titled, *Add Alternative Host to Previously Scheduled Zoom Meeting*.

Add Alternative Host to Previously Scheduled Zoom Meeting:

1. In the Zoom app, click on **Meetings** along the top of the app, then find and click on the specific **[meeting]** you want to edit, then click **EDIT**



2. At the bottom of the Edit page, click on the **Advanced Options** carrot:



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- Use the NetID@ucsb.edu email address to add one or more Alternative Hosts & Save:

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting on the local computer

Alternative Hosts:

Example:john@company.com;peter@school.edu

Recommended Tutorials

Zoom: Alternative Host

- Zoom Help: [Alternative Host Overview](#)
- Zoom Help: [Waiting Rooms](#) how to manage participants video and overview