## CTS-DOL

How to Set an Alternative Host for a meeting

# Part 1 – Setting the Alternative Host prior to the meeting

- 1. Open a Browser, navigate to ctschicago-edu.zoom.us
- 2. Your browser will direct you to CTS's Zoom Sign-in page. Select Sign in



3. Type in your CTS email address, type in your Zoom account password (not your CTS account password), click Sign in

first name.lastname@ctschid	ago.edu	<b>t</b> ~
Password		
Password	>	Forgot?
		17
Zoom is protected by reCAPTCHA apply.	and the Privacy Policy ar	Id Terms of Service
Zoom is protected by reCAPTCHA apply.	and the Privacy Policy ar Sign In	a terms of Service

4. Click on SCHEDULE A MEETING from the top menu



(	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING 👻

- 5. Complete the details of your meeting
- 6. In the Alternative Hosts section, enter the email address of the person who will be the alternative host.

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Meeting Options	□ Allow participants to join anytime	
	Mute participants upon entry 23	
	Breakout Room pre-assign	
	Automatically record meeting	
	□ Approve or block entry for users from specific countries/regions	
Alternative Hosts	Enter user name or email addresses	
Save	Cancel	

- Note: Only Licensed users in the CTS Zoom system can be alternative hosts for meetings.
- 7. Click Save
- 8. Copy the Meeting ID and share it with the participants via email or Canvas.

## Part 2 – Setting Cohost during the meeting

- 1. Launch your Zoom meeting
- 2. Once the person you want to cohost signs in, hover over their Zoom picture.
- 3. Alternatively, you could open the participants tab by clicking the Participants button. Then hover over the co-host's name and follow the following instructions.
- 4. Click the More Options ellipsis
- 5. Click Make Co-Host

