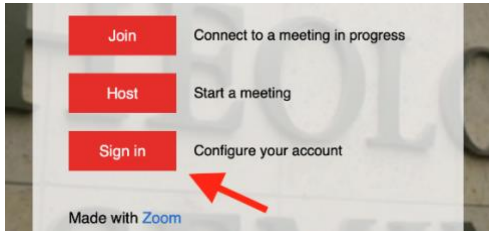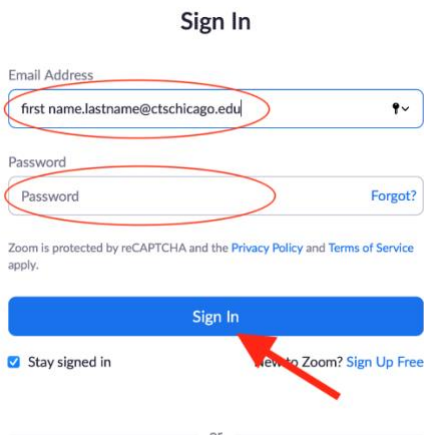CTS-DOL

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

4. Click on SCHEDULE A MEETING from the top menu

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.

CTS-DOL

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- 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