

How to to add an Alternative host on a Zoom Meeting

An alternative host is a person who can start a Zoom meeting in the event that the main host is not available to do so.

Step by Step Guide:

1. Go to "Meetings" in the Zoom web page
2. Select the meeting you want to add an Alternative host
3. Click on the button
4. Scroll down to the Options section and click [Show](#)
5. On the Alternative hosts bar enter the email(s) of the people you want as alternative hosts
6. Click

You have now added alternative hosts to your meeting

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