Zoom - How do I add an alternative host for my meeting?

A Zoom user can add another Zoom user as an Alternative Host through the Zoom Desktop Client by

1. Clicking **Schedule** -> **Advanced Options**
2. In the <u>Alternative Host</u> field, type either the name or email address of the desired user.

The Zoom accounts of the meeting Host AND the Alternative Host must use the same Zoom license account. A Host whose account is using the UCD Zoom License cannot add an Alternative Host that is using the PHS Zoom license.

For more information on Zoom Alternative Hosts visit the Zoom support page at

https://support.zoom.us/hc/en-us/articles/208220166.

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