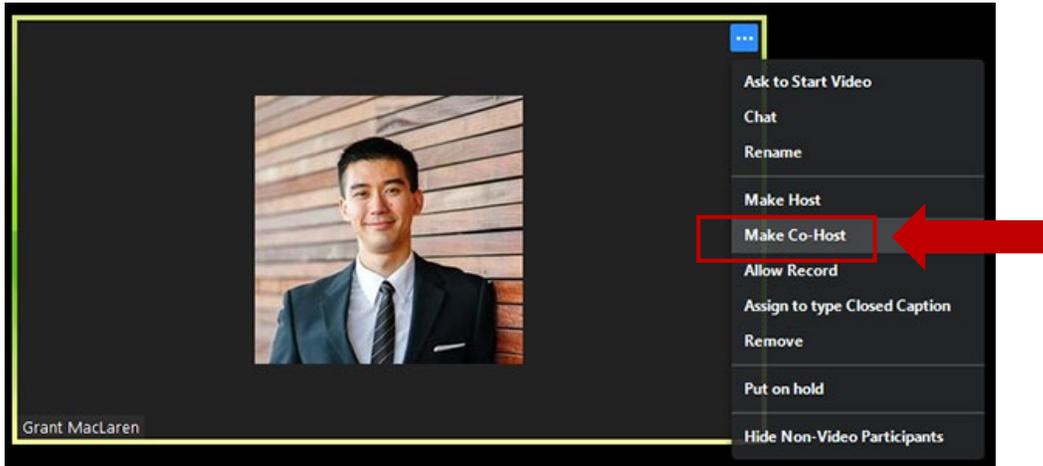## Zoom Co-Host Options

The Alternative Host and Co-Host features do not work while scheduling a meeting. However, there are two ways that you can make a user a co-host once the meeting has started.

A. In the meeting, the host hovers over the user's video, clicks on the three dots, and chooses **Make Co-Host.**



B. Alternatively, the host can make another participant a co-host through the Participants window.

1. Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.
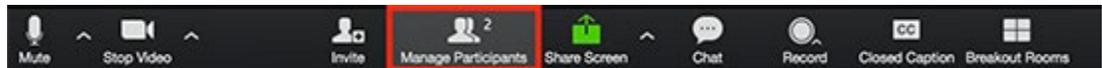


2. Hover over the name of the participant who is going to be a co-host, and choose **More**.

3. Click **Make Co-Host**.
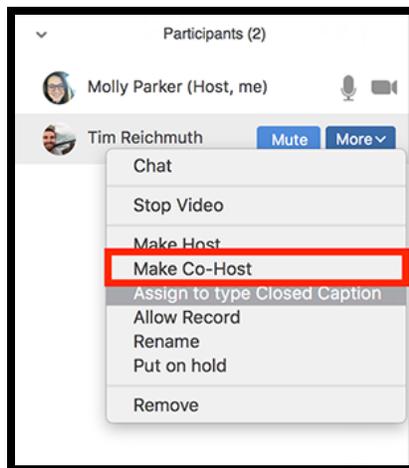


If you need additional assistance, please contact the IT Service Desk at:
ITServicedesk@montgomerycollege.edu or (240) 567-7222.