

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**.

	Ask to Start Video Chat Rename Make Host Make Co-Host Allow Record Assign to type Closed Caption Remove
	Put on hold
rant MacLaren	Hide Non-Video Participants

- 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.

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Mute	Stop Video	Invite	Manage Participants	Share Screen		Chat	Record	Closed Caption Breakout Rooms

- 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: <u>ITServicedesk@montgomerycollege.edu</u> or (240) 567-7222.