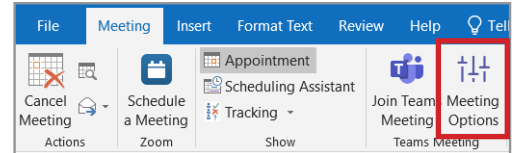


After you've invited people to your meeting, you can add up to 10 co-organizers to help manage your meeting. Co-organizers are displayed as additional organizers in the meeting participant list and have most of the capabilities of the meeting organizer.

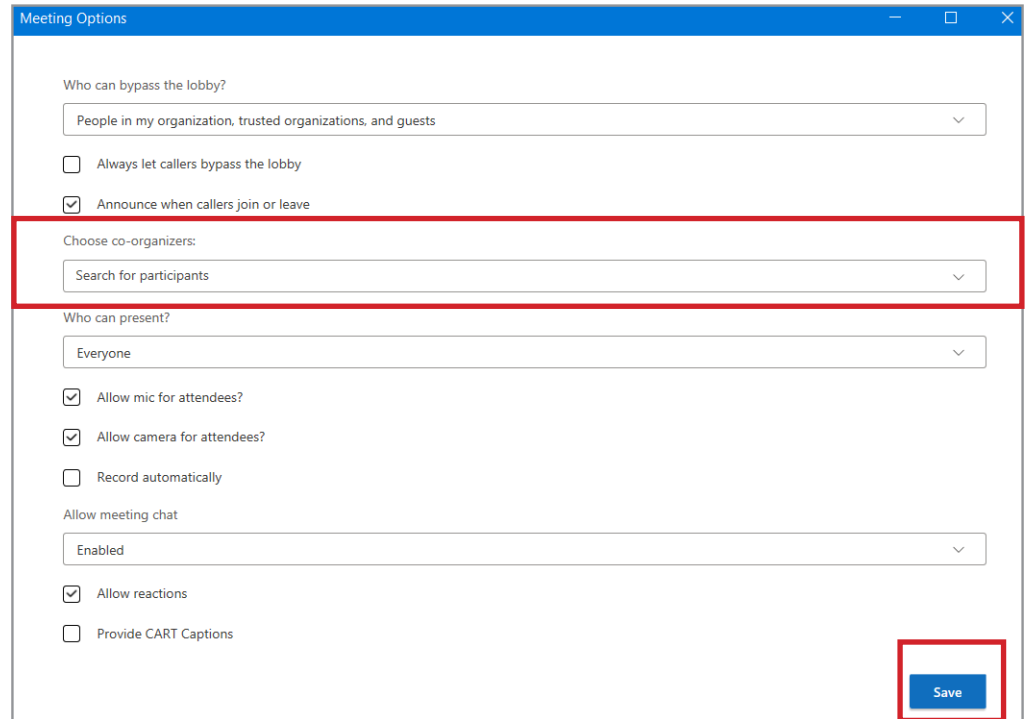
People you want to add as co-organizers must already be required attendees to the meeting.

1 Double-click to open the meeting and click **Meeting Options**.



2 Click the drop-down arrow or search for the name of the person(s) you want as co-organizers and select them.

ⓘ Remember, you must have added them as a required attendee to the meeting in order for them to appear here.



3 Click **Save**.

#### Co-organizers CAN

- access and change meeting options
- become a breakout room manager
- bypass the lobby
- admit people from the lobby during a meeting
- lock the meeting
- present content
- change another participant's meeting role
- end the meeting for all

ⓘ To make co-organizers breakout room managers, you must first assign them the breakout room manager role.

#### Co-organizers CAN'T

- view and download attendance reports
- manage the meeting recording
- edit the meeting invitation
- remove or change the meeting organizer's role