

View the information below to determine which type of host options you require.

Host: The user that scheduled the meeting. They have full permissions to manage the meeting. There can only be one host of a meeting.

Co-hosts: Shares most of the controls that hosts have, allowing the co-host to manage the administrative side of the meeting, such as managing attendees. The host must assign a co-host during the meeting. Co-hosts cannot start a meeting. If a host needs someone else to start the meeting, they can assign an alternative host.

Alternative hosts: Shares the same controls as co-hosts, but can also start the meeting. Hosts can assign alternative hosts when they schedule a meeting.

! If you need someone to schedule a meeting on your behalf, use the **Scheduling Privilege** option. This also gives them the Alternative Host permissions. (see page 2 to set up).

	Host	Alternative Host	Co-host
Start the meeting	✓	✓ *	X
End a meeting	✓	X	X
Schedule meeting on behalf of host	✓	X **	X
Promote participant to host or co-host during meeting	✓	X	X
Zoom for Healthcare account required	✓	✓	X
Create breakout rooms	✓	✓	✓
Assign participants to breakout rooms	✓	✓	✓
Assign the role ahead of time	✓	✓ ***	X
Assign a user as an alternative host	✓	X	X
Assign another co-host	✓	✓	X
Create or edit polls	✓	X	X
Start polling	✓	✓	✓

* meeting will not display in the upcoming meetings list in the desktop or mobile apps

** use scheduling privileges to schedule meetings on behalf of another user

*** can only be promoted to co-host during the meeting


Assign Scheduling Privileges

Using the web app (not the desktop app) click **Settings>Other**, and scroll down and click on the **Assign scheduling privilege**. Enter the user's email address and click **Assign** (user must have a Zoom for Healthcare account).

The screenshot shows the Zoom web app interface. On the left, the 'Settings' menu is highlighted with a red box. In the 'Other' section, the 'Assign scheduling privilege' link is highlighted with a red box. A callout box titled 'Schedule Privilege' explains that users can be assigned to schedule meetings on their behalf. Another callout box titled 'Assign scheduling privilege' shows a form where a user's email address is entered, and the 'Assign' button is circled in red.

Assign an Alternative Host

When scheduling a meeting, scroll down and select **Advanced Options**, enter the person's email address in the **Alternative hosts** field and click **Schedule**.

 This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting.

The screenshot shows the 'Advanced Options' section of the Zoom meeting scheduling interface. Several options are checked, including 'Enable Waiting Room', 'Mute participants upon entry', and 'Only authenticated users can join: Sign in to Zoom'. The 'Alternative hosts' field is highlighted with a red box and contains the example text 'john@company.com;peter@school.edu'. The 'Schedule' button is circled in red.

Promote a Co-host within a meeting

During the meeting, open the **Participants** pane, hover over the person's name that you would like to promote and click **More**. Select the host option and then click **Yes**.

The screenshot shows the Zoom meeting interface. On the left, the 'Participants (2)' pane is visible, with 'Jane Smith' highlighted and the 'More' button circled in red. A context menu is open over 'Jane Smith', with 'Make Co-Host' highlighted in blue. On the right, a confirmation dialog box asks 'Do you want to change the host to Jane Smith', with the 'Yes' button circled in red.