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Zoom Scheduling: Designating an alternative host in Zoom

Ankit Shah - 2023-12-18 - COMMUNICATIONS

Designating an alternative host in Zoom

When scheduling a meeting, the host can designate another Licensed user on the same account to be the alternative host. The alternative host can start the meeting on the host's behalf. This user will receive an email notifying them that they've been added as an alternative host, with a link to start the meeting. If this email notification is disabled in the Zoom web portal, the alternative host will not receive an email to start the meeting.

It is even possible to use alternative host between linked master/sub accounts.

PLEASE NOTE:

- If a host is attending a meeting but needs assistance with managing the meeting, they can assign a co-host during the meeting instead of an alternative host.
  - **See KB #586 "Enabling and adding a co-host in Zoom" for more info on Co-Hosts**
- Alternative hosts can't schedule on behalf of the host. If you need to schedule a meeting on behalf of another user, use scheduling privilege. You can also give another Licensed user scheduling privilege, which allows them to schedule meetings for you and makes them an alternative host for those meetings.
  - **See KB #588 "How to set up Scheduling Privilege and Schedule for another User in Zoom" for more info on Schedule Privileges**

How to designate an alternative host

Windows | macOS

1. Sign in to the Zoom desktop client.
2. On the **Home** tab, click **Schedule** .The scheduler window will open.
3. Click **Advanced Options**.
4. In the **Alternative hosts** field, enter the alternative name to search through users. You can also enter the alternative host's email address if their name doesn't come up.
5. (Optional) Select the check box to enable **Allow alternative hosts to add or edit polls**. This feature requires Zoom version 5.8.0 or higher.
6. Click **Schedule** to finish, and open up the calendar you have selected.
   The alternative host will now receive an email letting them know that they have been added as an alternative host, as long as they have not disabled this email notification in the Zoom web portal.

Web

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**, then click **Schedule A Meeting**.
3. Scroll down to **Options** and click **Show** to view additional meeting options.
4. In the **Alternative Hosts** field, enter the alternative host's email address.
5. (Optional) Select the check box to enable **Allow alternative hosts to add or edit polls**. This feature requires Zoom version 5.8.0 or higher.

6. Click **Save** to finish.
   The alternative host will now receive an email letting them know that they have been added as an alternative host, as long as they have not disabled this email notification in the Zoom web portal.

Android

1. Sign in to the Zoom mobile app.
2. On the **Meetings** tab, tap **Schedule** .The scheduler window will open.
3. Tap **Advanced Options**.
4. Tap **Alternative Hosts**.
5. Enter the user(s) you would like to add as alternative hosts from the list or enter their email addresses, then tap **OK**.
6. (Optional) Tap the toggle to enable **Allow alternative hosts to add or edit polls**. This feature requires Android client version 5.8.3 or higher.
7. Tap **Schedule** to finish scheduling.
   The alternative host will now receive an email letting them know that they have been added as an alternative host, as long as they have not disabled this email notification in the Zoom web portal.

iOS

1. Sign in to the Zoom mobile app.
2. On the **Meetings** tab, tap **Schedule** .The scheduler window will open.
3. Tap **Advanced Options**.
4. Tap **Alternative Hosts**.
5. Enter the user(s) you would like to add as alternative hosts from the list or enter their email addresses, then tap **OK**.
6. (Optional) Tap the toggle to enable **Allow alternative hosts to add or edit polls**. This feature requires Zoom client version 5.8.0 or higher.
7. Tap **Done** to finish scheduling.
   The alternative host will now receive an email letting them know that they have been added as an alternative host, as long as they have not disabled this email notification in the Zoom web portal.

Outlook Plugin

Learn how to schedule using the Outlook Plugin.

1. Click the **Schedule a Meeting** button.
2. In the **Scheduling Options**, enter the alternative host's email address in the **Alternative hosts** field.
3. (Optional) Select the check box to enable **Allow alternative hosts to add or edit polls**.
4. After selecting your other options, click **Continue**.
5. Add the meeting invitees and Save or Send your invitation.

Alternative host limitations

- The alternative host can start the meeting using the join link in the email or calendar invite sent to them by the host. The meeting will not display in the upcoming meetings list in the desktop client, mobile app, or web page for alternative hosts.
- Alternative hosts can't schedule on behalf of the host. If you need to schedule a meeting on behalf of another user, use scheduling privilege. You can also give another Licensed user scheduling privilege, which allows them to schedule meetings for you and makes them an alternative host for those meetings.
- If the original host joins after the alternative host, the original host is given the option to reclaim host-control of the meeting, or have the host-controls remain with the alternative host. If the original host retakes host control, the alternative-host is demoted to a participant.
- Alternative hosts can only be assigned during scheduling or before the scheduled start time. If a host is attending a meeting but needs assistance with managing the meeting, they can assign a co-host during the meeting instead of an alternative host. Learn more about roles in a meeting.
- If an alternative host is designated for a meeting, the meeting will still follow the original host's limitations or add-ons. For example, if the host has a Large Meeting 500 add-on but the alternative host does not, the meeting will still start with the expanded 500 participant capacity, since the system checks the host's meeting profile, rather than the first participant or alt-host that starts the meeting.
- Recurring meetings with scheduled occurrences cannot have their alternative hosts edited for a single occurrence. To modify the alternative host, they will need to edit all occurrences in the web portal.

- Tags

- alternative host
- meeting
- Zoom