

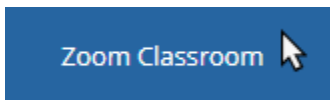
# ZOOM: ADD ALTERNATE HOST TO CLASS

You can add an alternate host to your Zoom class meeting, such as a Librarian or another instructor. You can only add someone with a [jwu.edu](mailto:jwu.edu) email address as an alternate host.

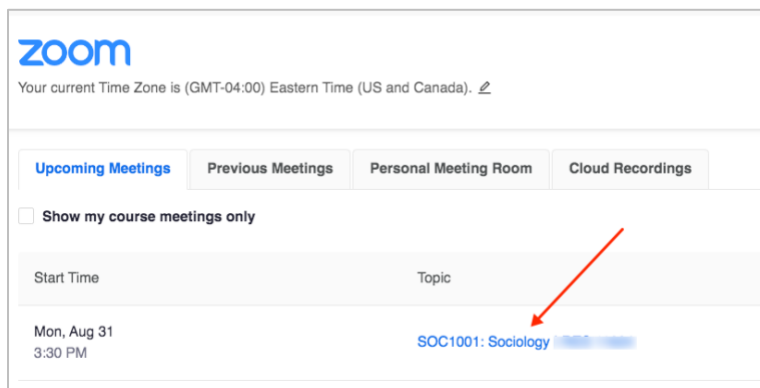
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## Instructions

1. If you already created your Zoom classroom meetings, go to ulearn where your **Zoom Classroom link** is located.



2. Click the blue link of the **topic** of the scheduled meeting that you want to add an alternate host to.

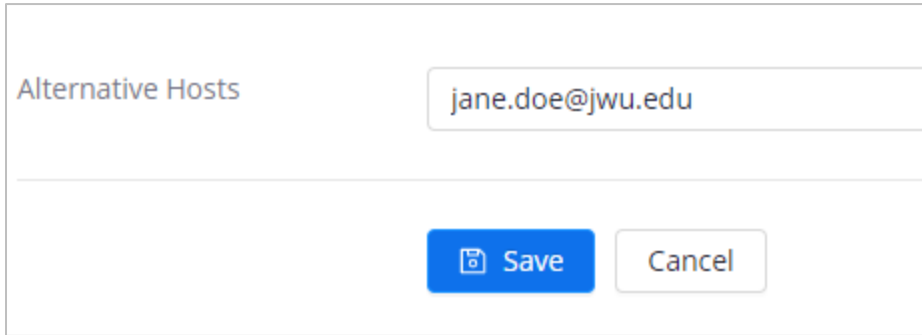


3. Scroll to the bottom of the page and click **Edit this Meeting**.



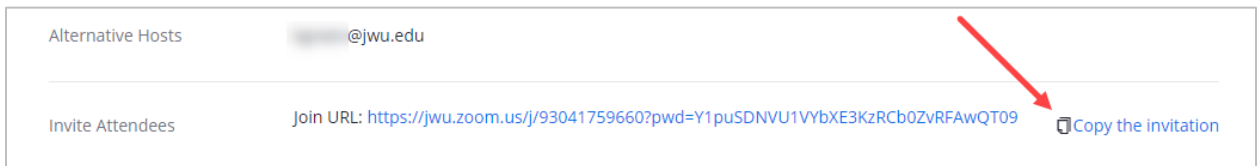
4. Add the **email address** for the person or persons you are adding as an alternate host. You can add separate email addresses, separated by comma. Click **Save** when done.

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A screenshot of the Zoom 'Alternative Hosts' dialog box. It features a text input field containing the email address 'jane.doe@jwu.edu'. Below the input field are two buttons: a blue 'Save' button with a floppy disk icon and a white 'Cancel' button with a grey border.

5. Once the settings have been saved, you should see the alternate host added to the meeting. Click **Copy the Invitation** and email your speaker the Zoom meeting information.



A screenshot of the Zoom meeting settings interface. The 'Alternative Hosts' section shows a blurred email address followed by '@jwu.edu'. Below this, the 'Invite Attendees' section displays a 'Join URL: <https://jwu.zoom.us/j/93041759660?pwd=Y1puSDNVU1VYbXE3KzRCb0ZvRFawQT09>' and a 'Copy the invitation' button with a clipboard icon. A red arrow points from the top right towards the 'Copy the invitation' button.