

DESIGNATE AN ALTERNATE HOST IN THE WTAMU ZOOM WEBSITE

Designate an **Alternative Host** if you want another user with a fully licensed WT Zoom account to start and/or host a meeting or webinar that you have scheduled. This is helpful if you are out of the office or late to your session.

When you designate an Alternative Host who is also a WT Zoom account user, that user will receive an email notifying them that they have been added as an alternative host, along with a link to start the meeting or webinar. Alternative Hosts must log in at <https://wtamu.zoom.us> using their WT credentials to be recognized as an Alternative Host before joining the session.

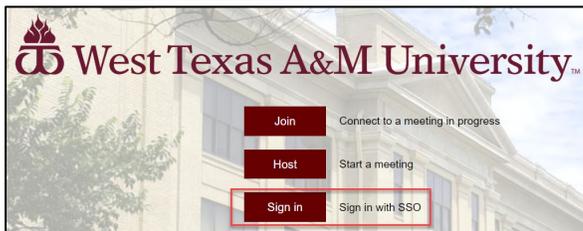
NOTE: *Only users with fully licensed WT Zoom accounts can be designated as an Alternative Host. Anyone with a non-WT Zoom account cannot be assigned as an Alternative Host. However, the Host can assign any non-WT Zoom account Co-Host privileges while in the meeting or webinar. For more information, see [Using Co-Host in a Meeting](#).*

ALTERNATIVE HOST VS. CO-HOST

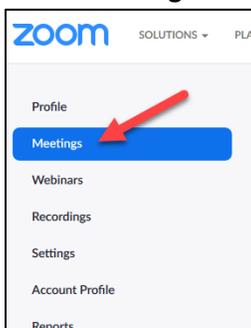
- Alternative Host is a more powerful role than co-host since they have full host privileges.
- Alternative Hosts can be designated in advance, while co-hosts can only be assigned during the meeting or webinar.
- Co-Hosts have some additional privileges in a meeting beyond a participant, but they do not have full Host control.
- A Co-Host cannot start breakout rooms or end the meeting. For more information see [Host and Co-Host Controls in a Meeting](#) or [Roles in a Meeting](#).

HOW TO ADD AN ALTERNATIVE HOST FROM THE WTAMU ZOOM SITE

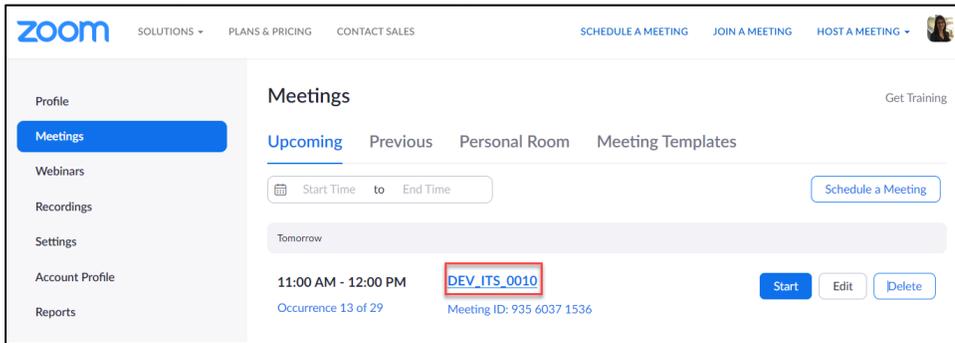
1. **Sign in** at <https://wtamu.zoom.us> using your WT Single Sign On credentials.



2. Select **Meetings** from the menu.



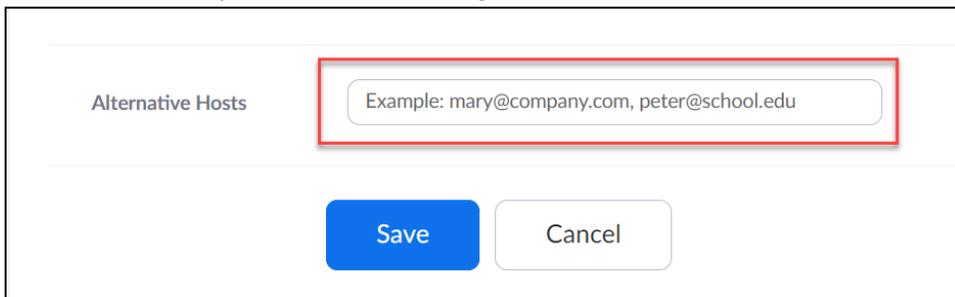
3. Click on the **Topic** link for the meeting you want to add an alternative host for.



4. Scroll to the bottom of the page, click on **Edit this Meeting**.



5. In the **Alternative Hosts** section, type in the WT email address for the fully licensed WT Zoom account user that you would like to designate as an Alternate Host.

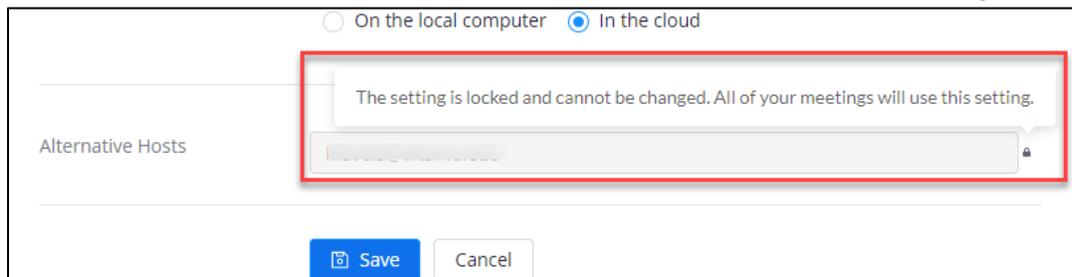


NOTE: You cannot remove Alternate Hosts at this time.

6. Click **Save**.

HOW TO ADD AN ALTERNATIVE HOST FROM WTCLASS

You **cannot** add or remove Alternative Hosts from within WTClass when scheduling Zoom meetings.



NOTE: Anyone added to your course in WTClass with an **Instructor** role will automatically be added as an Alternative Host to any meetings you schedule in your course through WTClass. You cannot remove Alternate Hosts at this time.