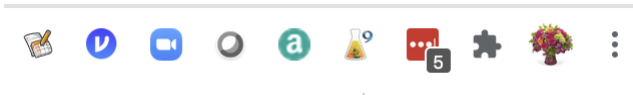


Adding or removing co-hosts when scheduling a Zoom meeting

pat kinghorn - 2021-05-11 - Comments (0) - Zoom Scheduling

When using the Chrome Zoom Scheduler plugin the sequence used in setting up the calendar event controls the host of the event since Zoom will default to the last host on record.

Launch Chrome and click on the Zoom plugin icon on the right hand side of your screen:



Make sure that "Allow me to specify schedule options each time" is checked off.

Zoom Schedule Options

Meeting ID

☒ Generate automatically

☐ Personal Meeting ID 401 863 7217

Security

☐ Passcode ⓘ
Only users who have the invite link or passcode can join the meeting

☒ Waiting Room
Only users admitted by the host can join the meeting

☐ Only authenticated users can join

Your security settings have been synced from your Zoom web portal

[Change Default Settings](#)

Video

Host

☒ On

☐ Off

Participant

☒ On

☐ Off

Audio

☐ Telephone

☐ Computer Audio

☒ Telephone and Computer Audio

☐ 3rd Party Audio

Options

☐ Require registration

☒ Enable join before host

☐ Mute participants upon entry

☐ Automatically record meeting

☒ Include Invite Link in location field

Alternative hosts

john@company.com

☒ Allow me to specify schedule options each time

Save

Cancel

Click on a time block in your Google calendar.

Before you do anything else, click on 'More Options'

Add title

Event

Out of office

Task

Reminder

Appointment slots

Wednesday, May 12

1:00pm – 1:15pm

Time zone · Does not repeat

Find a time

Add guests

Add Google Meet video conferencing

Add rooms or location

Add description or attachments

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Busy · Default visibility · Notify 15 minutes before

More options

Save

Make it a Zoom Meeting

Build your event and then click on 'Make it a Zoom Meeting'

×

Add title

Save

May 12, 2021

1:00pm

to

1:45pm

May 12, 2021

Time zone

☐ All day

Does not repeat

Event Details

Find a Time

Add Google Meet video conferencing

Make it a Zoom Meeting

Add location

Notification

15

minutes

×

Add notification

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Busy

Default visibility

B

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U

Add description

Guests

Rooms

Add guests

Guest permissions

☐ Modify event

☒ Invite others

☒ See guest list

Scroll down until you see 'alternative hosts' and add whomever you want to be the host.

Schedule Options



Participant ☒ On ☐ Off

Audio ☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
☐ 3rd Party Audio

Options ☐ Require registration
☒ Enable join before host
☐ Mute participants upon entry
☐ Automatically record meeting
☐ Approve or block entry to users from specific countries/regions
☒ Include Invite Link in location field

Alternative hosts

panopto_folder_context