

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	<input checked="" type="radio"/> Generate automatically	<input type="radio"/> Personal Meeting ID 401 863 7217
Security	<input type="checkbox"/> Passcode ⓘ Only users who have the invite link or passcode can join the meeting	
	<input checked="" type="checkbox"/> Waiting Room Only users admitted by the host can join the meeting	
	<input type="checkbox"/> Only authenticated users can join	
	<div><p>i Your security settings have been synced from your Zoom web portal</p><p>Change Default Settings</p></div>	
Video	Host <input checked="" type="radio"/> On <input type="radio"/> Off	
	Participant <input checked="" type="radio"/> On <input type="radio"/> Off	
Audio	<input type="radio"/> Telephone	<input type="radio"/> Computer Audio
	<input checked="" type="radio"/> Telephone and Computer Audio	<input type="radio"/> 3rd Party Audio
Options	<input type="checkbox"/> Require registration	
	<input checked="" type="checkbox"/> Enable join before host	
	<input type="checkbox"/> Mute participants upon entry	
	<input type="checkbox"/> Automatically record meeting	
	<input checked="" type="checkbox"/> Include Invite Link in location field	
Alternative hosts	<input type="text" value="john@company.com"/>	
	<input checked="" type="checkbox"/> Allow me to specify schedule options each time	
	<input type="button" value="Save"/>	<input type="button" value="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

📅 **Pat Kinghorn** ●
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

📅 Pat Kinghorn ▾ ● ▾

📅 Busy ▾ Default visibility ▾ ⌚

☰ 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

Continue

Cancel