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## 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     O Personal Meeting ID 401 863 7217  |  |  |  |  |
| Security              | <ul> <li>Passcode ⑦</li> <li>Only users who have the invite link or passcode can join the meeting</li> <li>Waiting Room</li> <li>Only users admitted by the host can join the meeting</li> <li>Only authenticated users can join</li> <li>Your security settings have been synced from your Zoom web portal Change Default Settings</li> </ul> |  |  |  |  |
| Video                 | Host <ul> <li>On Off</li> </ul> Participant On Off   |  |  |  |  |
| Audio                 | <ul> <li>Telephone</li> <li>Computer Audio</li> <li>Telephone and Computer Audio</li> <li>3rd Party Audio</li> </ul>   |  |  |  |  |
| Options               | <ul> <li>Require registration</li> <li>Enable join before host</li> <li>Mute participants upon entry</li> <li>Automatically record meeting</li> <li>Include Invite Link in location field</li> </ul>   |  |  |  |  |
| Alternative hosts     | john@company.com   |  |  |  |  |
|                       | <ul> <li>Allow me to specify schedule options each time</li> <li>Save</li> </ul>   |  |  |  |  |

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                |  |  |  |  |  |
| 0          | Wednesday, May 12 1:00pm – 1:15pm<br>Time zone · Does not repeat   |  |  |  |  |  |
|            | Find a time  |  |  |  |  |  |
| 2          | Add guests   |  |  |  |  |  |
|            | Add Google Meet video conferencing                                 |  |  |  |  |  |
| $\bigcirc$ | 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                            | Guests Rooms      |
| ٥ | Add Google Meet video conferencing                   | Add guests        |
|   | Make it a Zoom Meeting                               | Guest permissions |
| 0 | Add location   | Modify event      |
| ¢ | Notification * 15 minutes * X                        | Invite others     |
|   | Add notification                                     | See guest list    |
|   | Pat Kinghorn 👻 🌑 👻                                   |                   |
| Ô | Busy * Default visibility * ⑦                        |                   |
| = |  |                   |
|   | Add description                                      |                   |
|   |  |                   |
|   |  |                   |
|   |  |                   |

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

| chedule Options        |   |  |
|------------------------|---|--|
|                        |   |  |
| 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      | john@company.com  |  |
| panopto_folder_context |   |  |
|                        |   |  |
| Continue               |   |  |
|                        |   |  |