## Designating alternative hosts

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## Overview

Alternative hosts can start the meeting on the host's behalf.

## **Prerequisites and Limitations**

Please refer to Zoom Help Center: Alternative Host (https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host)

## Designating an alternative host

1. Sign in to CUHK Zoom web portal (https://cuhk.zoom.us (https://cuhk.zoom.us/)) > Schedule.

ZOOM Products 5	Solutions Resources Plans & Pricing Schedule	Join Host ~	Web App ~
Profile	Meetings	Recently Deleted	Get Training
Meetings			
Webinars	Upcoming Previous Attachments Personal Room Meeting Templates	Polls/Quizzes	
Personal Contacts	○ 09-24-20 to 12-24-20 ○	+ Schedule a M	decting
Personal Devices	Tomorrow		
Notes	tomorrow		
Surveys	09:30 AM - 10:00 AM		
Recordings & Transcripts	09:30 AM Beijing, Meeting ID:		

- 2. Enter alternative host's email address in Options > Show > Alternative Hosts. Click Save to save changes.
  - The alternative host must have a CUHK computing account.
  - Before you assign a new user as the alternative host, s/he needs to activate his/her CUHK ZOOM account first. In addition, on January 26, 2024, CUHK Zoom for Education account was transitioned to Zoom One for Education (Enterprise Essentials) account. Licenses that have not been used for three months will be removed. To activate or regain the license, visit https://cuhk.zoom.us

(https://cuhk.zoom.us) (or https://cuhk.zoom.com.cn/signin (https://cuhk.zoom.com.cn/signin) for users in mainland China). Click on "Sign in" and log in using CUHK Login with CUHK email (i.e., alias@cuhk.edu.hk or StudentID@link.edu.hk) and OnePass password. Once logged in, you can add the person as an alternative host.

• If you would like to assign a user with "@link.cuhk.edu.hk" email address, please input StudentID@link.cuhk.edu.hk, instead of alias@link.cuhk.edu.hk.

Options	Hide
	Allow participants to join anytime
	Mute participants upon entry
	Breakout Room pre-assign
	Automatically record meeting
	Enable focus mode when meeting starts
	Approve or block entry to users from specific regions/countries
	Alternative Hosts
	Cuhk.edu.hk ×
	Allow alternative hosts to add or edit polls 🕑
cusis_classcode	
Save Ca	ncel

3. The alternative host will receive an email letting them know that they have been added as an alternative host, as long as they have not disabled this email notification on CUHK Zoom web portal (https://cuhk.zoom.us).

For more, please refer to Zoom Help Center: Alternative host (https://support.zoom.us/hc/en-us/articles/208220166-Alternative-

host)