

LiveOnline@UT (Zoom) – Guide to Alternative Host and Schedule Privilege

There may come a time when you need another leader to start or schedule an online meeting or online classroom for you. There are two features in Zoom to assist with this type of situation, and they are Alternative Host and Schedule Privilege.

Alternative Host and Schedule Privilege are similar features, however there is a key difference. With the Alternative Host setting, a user may start a specific meeting. With Schedule Privilege, a user may schedule a meeting for another user, as well as start or delete any meeting.

Getting Started

There are a few things to keep in mind when engaging these two features. Please review the bulleted list below.

- A user must have a Pro/Licensed account
- The user account format must be NetID@tennessee.edu

Add an Alternative Host

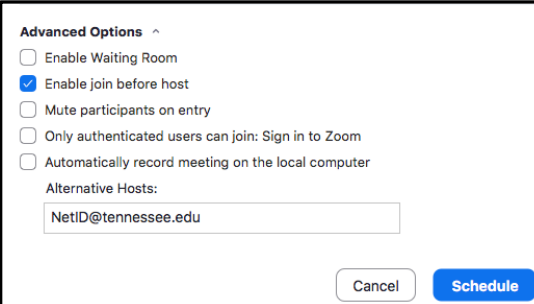
To add an Alternative Host to a meeting, locate the feature during the meeting scheduling process. It is available via the website interface (<https://tennessee.zoom.us>) or via the Zoom desktop application.

- In the Zoom Desktop application, you may need to select Advanced Options and expand the menu in order to view the Alternative Host text field.

Next, add the alternative host with the format of NetID@tennessee.edu. If a message from Zoom appears that the user is not available or not found on our license, contact us and we can review their account settings. It is possible the user needs an upgrade to a Pro/Licensed account.

After the user has been added as an Alternative Host, they will receive an email from Zoom stating this, with a link to the meeting. As a best practice, we recommend logging in to Zoom before selecting the link to start the meeting.

Example of adding an Alternative Host.



The screenshot shows the 'Advanced Options' dialog box in Zoom. The 'Alternative Hosts' section is expanded, showing a text input field containing 'NetID@tennessee.edu'. Below the input field are 'Cancel' and 'Schedule' buttons.

Advanced Options ^

- Enable Waiting Room
- Enable join before host
- Mute participants on entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting on the local computer

Alternative Hosts:

NetID@tennessee.edu

Cancel Schedule

Add Schedule Privilege

To access the Schedule Privilege feature, we recommend logging in to the website interface.

1. Please go to <https://tennessee.zoom.us>.
2. Select Create or edit Account to log in.)
3. On the left-side menu, choose Settings.
4. Scroll to Schedule Privilege and select the plus sign or Add to make a change.
5. The user account format must be NetID@tennessee.edu. If a message from Zoom appears that the user is not available or not found on our licensed, contact us and we can review their account settings. It is possible the user needs an update to a Pro/Licensed account.

Example of Schedule Privilege in the Zoom website interface.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to +

No one

I can schedule for

No one

After selecting the plus sign or to make a change, a new text box will appear on the screen.

Example of adding an account with Scheduling Privilege in the Zoom website interface

Assign scheduling privilege

NetID@tennessee.edu|

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

Assign
Cancel

Enter the user's information in the format of NetID@tennessee.edu. Select Assign to save the change.

Review of Alternative Host and Schedule Privilege

- An Alternative Host may start a single meeting scheduled by another user.
- A user with Schedule Privilege may schedule, start, or delete meetings for another user, including recurring meetings.
- We recommend logging in to LiveOnline@UT (Zoom) account prior to starting a meeting.