

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

Please review the bulleted list below and keep the following in mind when moving forward with alternative host and schedule privilege.

- A user must have a Licensed (Pro) account to be an alternative host or to be add with schedule privilege.
- 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 (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 Licensed (Pro) 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.

Add Schedule Privilege

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

1. Please go to tennessee.zoom.us.
2. Select Create or edit Account to log in.
3. On the left-side menu, choose Settings.
4. Scroll to the "Other" Tab. Find 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 license, contact us and we can review their account settings. It is possible the user needs an update to a Licensed (Pro) account.

Advanced Options ^

- Allow participants to join anytime
- Q&A
- Mute participants upon entry
- Automatically record meeting
- Automatically start meeting summary
- Automatically start meeting questions
- Approve or block entry for users from specific countries/regions

Alternative hosts:

john@company.com

- Allow alternative hosts to add or edit polls

Cancel
Save

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 [Add](#)

No one

I can schedule for

No one

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.

Users	Can manage my private events
<input style="width: 90%; border: 1px solid #ccc; border-radius: 5px;" type="text" value="Enter username or email address"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; border-radius: 50%; margin-left: 5px;" type="checkbox"/> <input style="width: 20px; height: 20px; border: 1px solid #ccc; border-radius: 50%; margin-left: 10px; background-color: #f0f0f0;" type="checkbox"/>	<input checked="" type="checkbox"/>

Add

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

Enter the user's information in the format of NetID@tennessee.edu. Select Assign or Save 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.