OLLI at UK – Zoom Host Procedures

Go to your UK Zoom account at **https://uky.zoom.us/**, then do the following:

Assigning Alternative Host
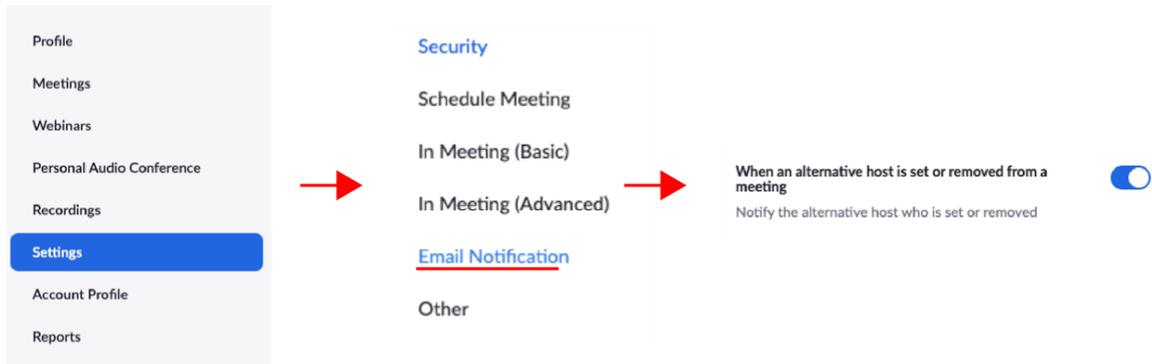
1. Click on Settings in the menu in the far left.
2. From the setting sub-menu, click on Email Notifications.
3. Turn On "When an alternative host is set or removed from a meeting". Please note that the Alternative Host must have a UK licensed Zoom account.
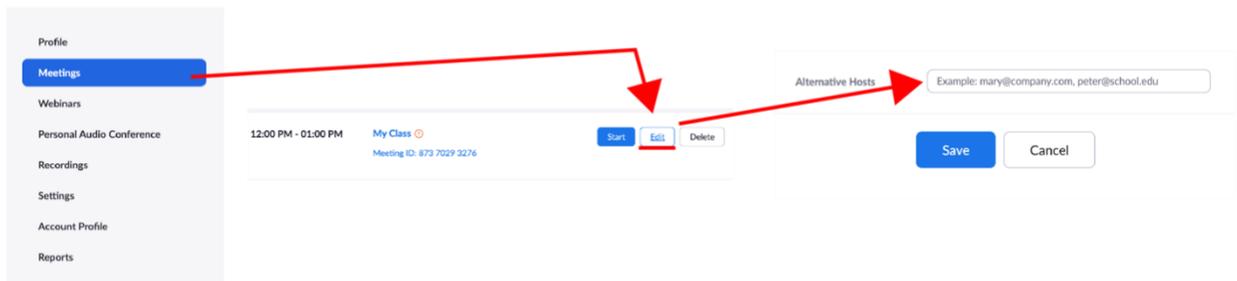
4. Click on Meetings in the menu in the far left.
5. Hover over the meeting you want to add an Alternative Host to, then on the right, click the Edit button.
6. Scroll down to the very bottom of the page to access the Alternative Hosts box. Type in the UK Zoom associated email address in the box (the person you are assigning as the Alternative Host will need to send this to you). Then click the Save button. The Alternative Host you assigned will receive an email with their own link to begin and Host the meeting on their own. (more information on Alternative Hosts: https://support.zoom.us/hc/en-us/articles/208220166-Alternative-host)

Email Example (this is what the alternative host will receive)

John Smith **invites you to join a Zoom meeting as alternative host**

Hi Mary Jones,

John Smith invited you to a Zoom meeting as alternative host.

Meeting Topic: Slow Flow Yoga

Meeting Time:
Sep 28, 2021 11:30 AM Eastern Time (US and Canada)
Every week on Tue, Thu, until Dec 9, 2021, 22 occurrence(s)
Sep 28, 2021 11:30 AM
Sep 30, 2021 11:30 AM
Oct 5, 2021 11:30 AM
Oct 7, 2021 11:30 AM
Oct 12, 2021 11:30 AM
Oct 14, 2021 11:30 AM
Oct 19, 2021 11:30 AM
Oct 21, 2021 11:30 AM
Oct 26, 2021 11:30 AM
Oct 28, 2021 11:30 AM
Nov 2, 2021 11:30 AM
Nov 4, 2021 11:30 AM
Nov 9, 2021 11:30 AM
Nov 11, 2021 11:30 AM
Nov 16, 2021 11:30 AM
Nov 18, 2021 11:30 AM
Nov 23, 2021 11:30 AM
Nov 25, 2021 11:30 AM
Nov 30, 2021 11:30 AM
Dec 2, 2021 11:30 AM
Dec 7, 2021 11:30 AM
Dec 9, 2021 11:30 AM

Please download and import the following iCalendar (.ics) files to your calendar system.

Add to Calendar   Add to Google Calendar   Add to Yahoo Calendar

Start Meeting

As a host, you have the ability to start and end the meeting.