

## Zoom Co-Hosts

### What is a Co-Host?

A co-host is essentially a participant in your meeting to whom you grant the same meeting controls as you have as the host.

With co-host status, the participant can handle Zoom logistics that the main host may not have the time or attention to deal with while teaching.

*Note: Some controls will NOT be available to a co-host. For example, they will not be able to start closed captioning, assign co-host status to anyone else, or start breakout rooms.*

You can learn more about the co-host feature on [Zoom's Official website](#).

### How do I give hosting permissions to my TA?

There are a few ways to provide hosting permissions to your TA:

- You can grant them co-host status IN a meeting
- You can provide them with a host key PRIOR to the meeting (which will allow them to start a meeting without you)
- You can add an Alternative Host to your meeting when you schedule it.

*NOTE: Only ONE Zoom meeting can be open at a time under each licence — you cannot have your TA host one meeting while you host another under the same Zoom account.*

#### **Granting co-host status during a Zoom session:**

If you are IN a Zoom session where the TA is present, you can make them a host by right-clicking on their video and selecting “Make Host” or by selecting “Manage Participants” from the meeting toolbar, selecting the “More” button beside the participant you wish to make host, and then selecting the “Make Host” option.

After making the TA a host, you can leave the meeting.

Note, if the original host holds a PRO licence, the meeting will continue to run for an unlimited time, even if the new host is a free or basic user. However, if the original host is a Free or Basic user, the meeting will be limited to the 40-minute duration, even if the new host is a Licensed user. You can learn more about this option [here](#).

#### **Granting host key PRIOR to a Zoom session:**

If you would like to grant hosting permissions to your TA when you cannot be present at the meeting, there are two ways to do this:

The best option is to set up a HOST KEY. The host key is a 6-digit PIN number your TA can use to claim host controls during a meeting.

In order for your TA to use the host key, you must enable the setting “Join Before Host” so they can enter the Zoom session when you are not there to start it. They will join your scheduled Zoom session as a normal participant, then in the participants list, will be able to click on the button “claim host”. They will be prompted to enter their host key, and once entered, they will have hosting control over the meeting. You can find more information about how to find your host key, and how others can use your host key [here](#).

*NOTE: Once a TA has your host key, can they then “claim host” in ANY Zoom session they’re invited to by you. To prevent this from occurring, use the instructions [here](#) to change your host key.*

***Granting co-host status using the Alternative Host feature:***

If your TA has a Carleton-issued Zoom account, then the other option you can use to grant them hosting permissions prior to a meeting is “Alternative Host”.

*Note, Alternative Host does NOT work if the TA does NOT have a Carleton-issued Zoom account.*

You can find out more about setting alternative hosts [here](#).