

Preparing to change the webinar host

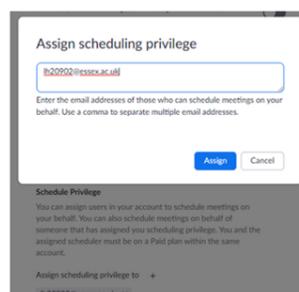
In order to adopt a scheduled webinar, the adopter must assign scheduling privileges to the current webinar host in order to be given the existing webinar. To do so:

1. The adopter must sign into the Zoom web portal (Zoom.us)
2. Under personal, select 'settings'
3. Under 'options', Scroll down to 'Schedule privilege'
4. Select the Plus sign, and enter the Essex.ac.uk email address of the original meeting host - this will allow them to schedule webinars and meetings for the adopter.

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.

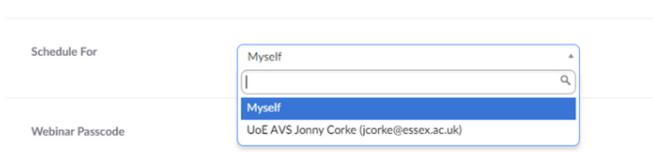
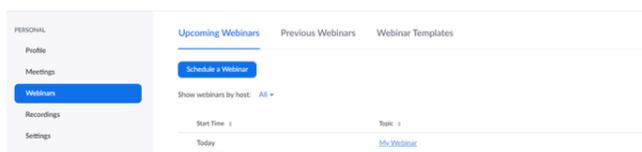
Assign scheduling privilege to
No one

I can schedule for



Changing the webinar host

- To assign the scheduled event to the Adopter the original host must sign into zoom.us
- The Original host must then open up their webinar list
- Clicking on the title hyperlink for the relevant webinar will allow the host to view the webinar details.
- The host should scroll to the bottom of the page and select 'edit this webinar'
- This will allow the host to change the 'Schedule for' field from 'Myself' to the desired host (providing the Adopter has set scheduling privileges)
- Once the new host has been selected, the original host must click 'Save' on the webinar details page.



If you encounter **issues** with the system
please contact **AVS on ext.3220**
or email **AVS@essex.ac.uk**



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Results

- When returning to the Webinars list, the relevant webinar should now have a small note under the title, detailing who the new host of the webinar is.
- The Adopter of the webinar now has full host privileges over the webinar in question, and will be able to modify it and start it from their own Zoom account.
- The new host (Adopter) gets an email notification confirming they are now the HOST of the webinar that the original host has transferred to them.
- The original host still has full access to the webinar settings (as if they were the host) and the webinar remains listed in their schedule.
- If the original host starts the webinar they will be the Host and if they join the webinar after the adopter starts it, they will be a co-host.
- The original host can initiate/schedule another Zoom call during the scheduled webinar without disrupting it as they are no longer the Host.
- Only the new host (adopter) has access to the recordings, both receive an email notification that the webinar recording is available with a share link for the original host to view the session.
- **WARNING:** The original host can delete the webinar - as it will still be listed in their webinars, please ensure they do not try and remove it.

Transferring a meeting

- The new host (Adopter) gets an email notification confirming they are now the HOST of the meeting that the original host has scheduled for them and it now appears in the new hosts (Adopters) schedule list.
- The original host no longer has any access to the meeting and it is no longer in their schedule list.

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