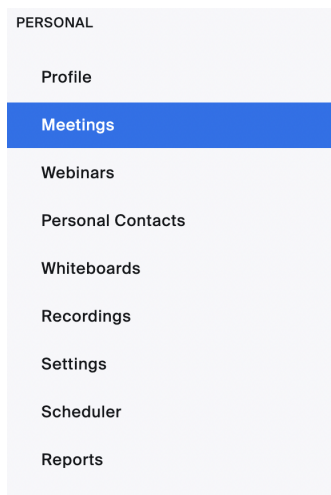


Guide Substitute Zoom Setup

To minimize change management and increase attendance outcomes, we highly recommend that Guide Substitutes facilitate meetings using the group's standard meeting link. Please reference the instructions below for adding an [Alternate Host](#). Adding an Alternate Host ensures that the Substitute Guide can access the meeting easily, create breakout rooms, and utilize the whiteboard and polling features.

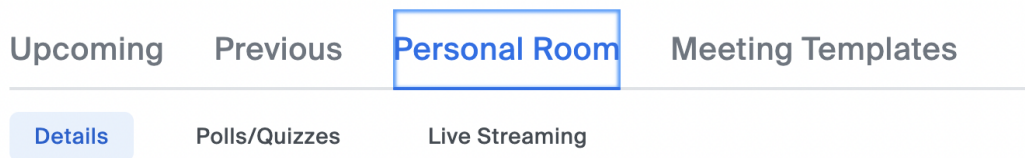
Listing a substitute as an Alternate Host for Core Session:

1. Log into your Chief Zoom Account
2. Move your cursor to the left-hand panel, click "Meetings"

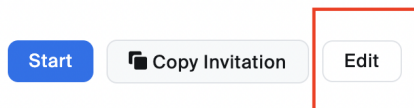


3. Select "Personal Room"

Meetings



4. Select "Edit" at the bottom of the screen



*If the Guide can not edit their meeting, it is likely because they have a meeting scheduled at this current time

5. Scroll down to Options, select “Show”

Options [Show](#)

[Save](#) [Cancel](#)

6. Record the Chief email address of the Substitute Guide in the “Alternative Host” field and hit “Save”

Options [Hide](#)

- ☒ Allow participants to join anytime
- ☐ Q&A
- ☐ Mute participants upon entry
- ☐ Breakout Room pre-assign
- ☐ Automatically record meeting
- ☐ Enable additional data center regions for this meeting
- ☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

☐ Allow alternative hosts to add or edit polls [V](#)

[Save](#) [Cancel](#)

****Please ensure that the Substitute is listed as an Alternative Host at least 30 minutes before the meeting is scheduled to take place. You can take the same steps to remove them once the session has concluded.**