

### **Zoom: Assigning In-Meeting Roles**

If you would like to designate an alternative host before meetings add the user to your scheduling privileges ([Click Here](#)). Users must have a Diné College Licensed Zoom Account.

1. Assigning a co-host during a meeting. There are 2 ways
  - a. First, hover over the video of the individual click on the 3 dots and select make a co-host
  - b. Second, click on the participants icon, hover over the name of the individual click more, and choose the co-host option
2. Assigning a closed caption role. There are 2 ways and the steps are same as above. This individual should be very capable at typing accurately and swiftly.