

## Starting an MC Zoom Meeting as an Alternative Host

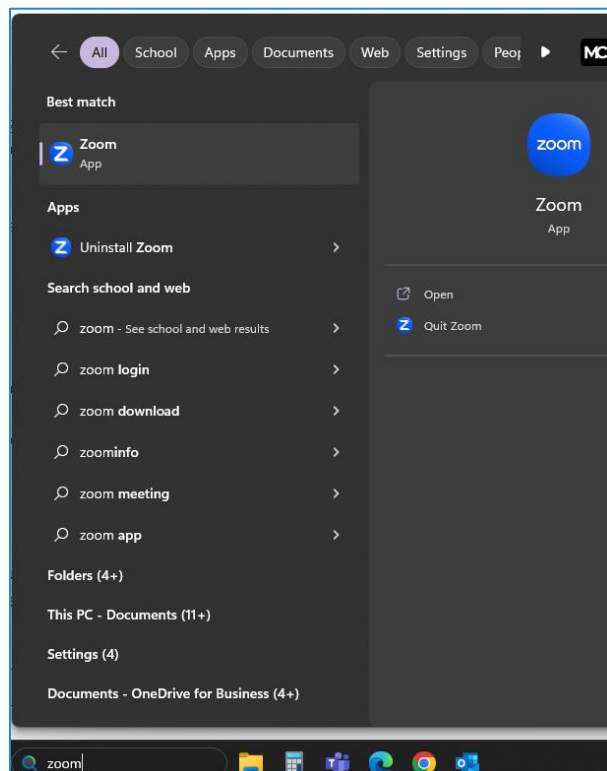
To be added as an alternative host for a Zoom meeting hosted within MC, the meeting organizer needs to add you using your MyMC username. Refer to the [ELITE Team MyMC username list](#) (current as of May 2023) if you are trying to add someone else as an alternative host.

Things to check before your scheduled meeting as alternative host (e.g. [Ask ELITE](#)):

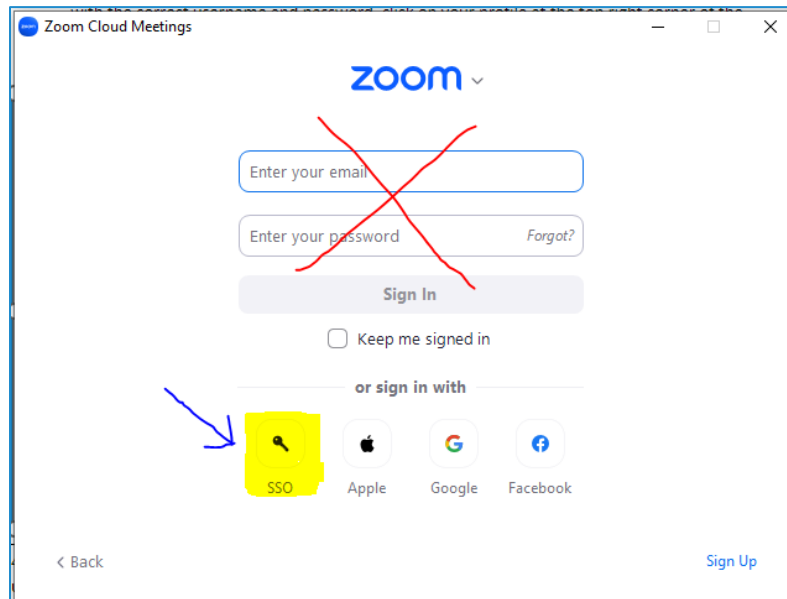
1. Verify with the meeting organizer that you have the link to the meeting as well as the passcode if needed.
2. Make sure you are logged in to the **Zoom desktop app** using your **MyMC username and password**. Please see below for instructions.
  - a. This is an important step, because if you log in using a non-MC Zoom account or enter your MC email address instead of your MyMC username, you will not be recognized as an alternative host and will not be able to start the meeting.
  - b. Similarly, logging into MyMC or Zoom in your browser alone is not enough- you must be logged in to the desktop app version of Zoom.

### Logging into the Zoom client (separate from your browser)

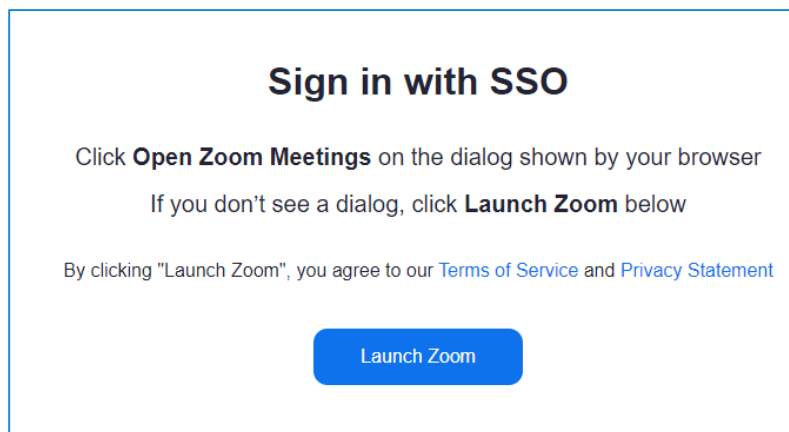
1. To launch the Zoom client from a Windows computer, type “Zoom” in the search bar at the bottom left of your screen and click to open it:



2. When the Zoom app opens, you may already be logged in. If so, to ensure that you are logged in with the correct username and password, click on your profile at the top right corner of the screen and click Sign Out.
3. You will then be prompted to log back in. Click on the SSO option on the bottom left:



4. This will automatically open your default browser and direct you to the MyMC login page. Enter your username and password as normal. You will then briefly see the following message in your browser, and the Zoom client should open automatically. If it does not, click the Launch Zoom button.



4. Hooray, you are now logged in to the Zoom desktop app with your MyMC credentials! You can click on the meeting link or enter the meeting ID from the meeting organizer to start the meeting as an alternative host.