

How to make a participant a co-host in ConferZoom in Canvas

In order to conduct a virtual library orientation, it **must be scheduled using the ConferZoom link inside the instructor's Canvas shell**. Once the instructor receives a confirmation of the time and date, the instructor can schedule the zoom meeting, then send the librarian the invitation link using the **@wvm.edu email account** (not the Canvas email function).

- The link will allow the librarian to join as an attendee. To have an invited guest (librarian) host the event (orientation), the primary host (instructor) needs to transfer host rights to the guest after they have joined the session.
- The host can make another participant a co-host through the Participants window.
- Click on **Manage Participants** in the meeting controls at the bottom of the Zoom window.



- Hover over the name of the participant who is going to be a co-host, and choose **More**.
- Click **Make Co-Host**. Once a participant has been made a Co-host, they'll have access to the co-host controls.

