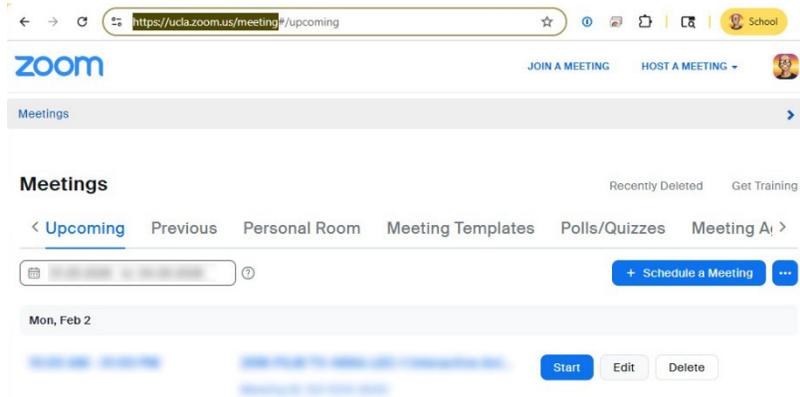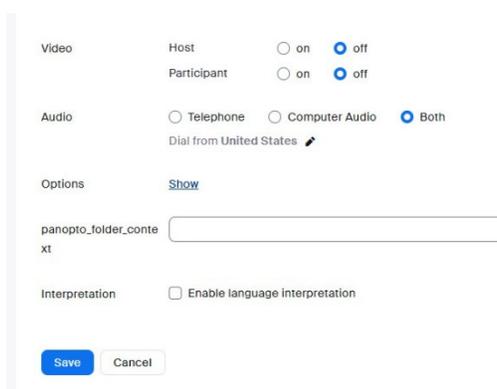# How to Add Teaching Assistants as Zoom Meeting Co-Hosts

To add a student and/or Teaching Assistant as a Zoom meeting Co-Host, **Schedule a Meeting** or **Edit** an existing scheduled meeting in the UCLA Zoom Meetings settings:
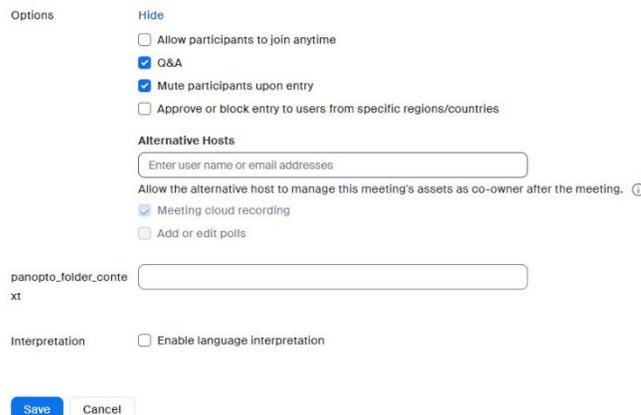
https://ucla.zoom.us/meeting

Then scroll down to the **Options** of the Meeting settings and click "Show":
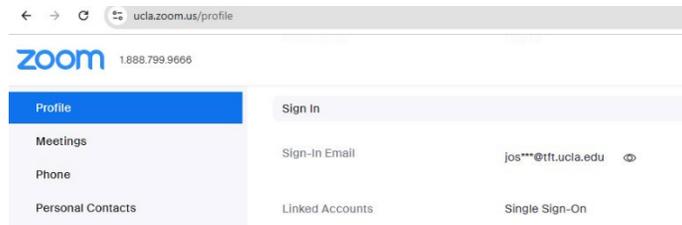

Enter the email address of the student in the **Alternative Hosts** field and click **Save**:
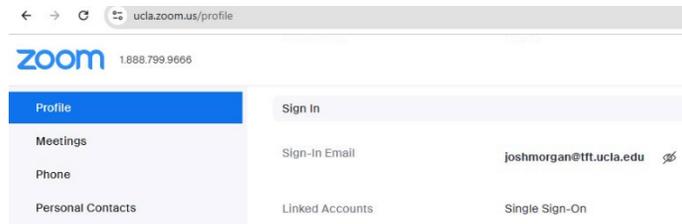
If you click **Save** after entering the student's email as an Alternative Host and you get an error that says "**Unable to assign […] as an alternative host because this user is not licensed**" then the email that you entered does not match the student's UCLA Zoom account, or the student has not yet signed into ucla.zoom.us with their UCLA Sign-Single-On (SSO) login.

UCLA's Zoom security settings only allow active UCLA users to be co-hosts, so the co-host's email has to match the exact address linked to the student's Zoom account, which can be tricky because sometimes the linked address includes the "g." in "@g.ucla.edu" and sometimes it doesn't. You can try to add the student as a cohost with both "@g.ucla.edu" and "@ucla.edu" addresses, but some students have a personal (non-UCLA) email associated with their UCLA account, so the best way to ensure that you are adding the exact email address linked to their Zoom is to have them go to their UCLA Zoom Profile (https://ucla.zoom.us/profile), and then scroll down to the **Sign In** section, and locate their **Sign-In Email**:

Then the student should click the little eye icon to the right of their **Sign-In Email** to reveal the full address:

The student should also confirm that it says **Single Sign-On** next to **Linked Accounts**, which indicates that they are, indeed, linked to an active UCLA Zoom account.

Have the student send you the exact email address listed as their Sign-In Email, and then try to add/re-add them as an Alternative Host in the previous steps.

If you are still unable to add the student as a co-host, please contact UCLA IT, aka Digital & Technology Solutions (DTS):

> https://ucla.service-now.com/support
>
> (310) 267-HELP (4357)
>
> help@it.ucla.edu