The UI&U Center for Teaching and Learning
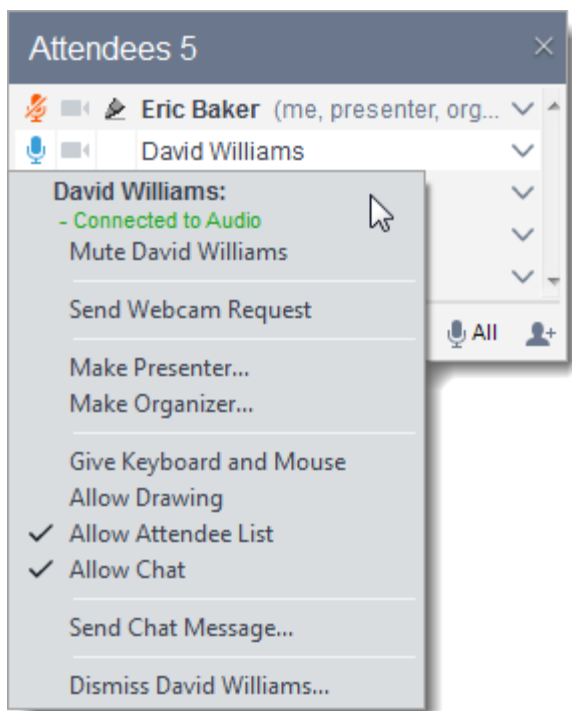
Add Co-Organizer

Add an organizer during a session

You can promote any attendee to organizer during a session. These individuals do not need to have their own active account.

Note: Only attendees who joined via the desktop app can be promoted to organizer. Attendees who joined via Web App must switch to the desktop app to be promoted. Mobile attendees cannot become an organizer.

1. In the Attendees pane, right-click the name of the desired attendee and select **Make Organizer**.

2. You will be prompted to confirm that you wish to promote the attendee to organizers. Click **Yes** to continue. The attendee will be notified of their new organizer status.
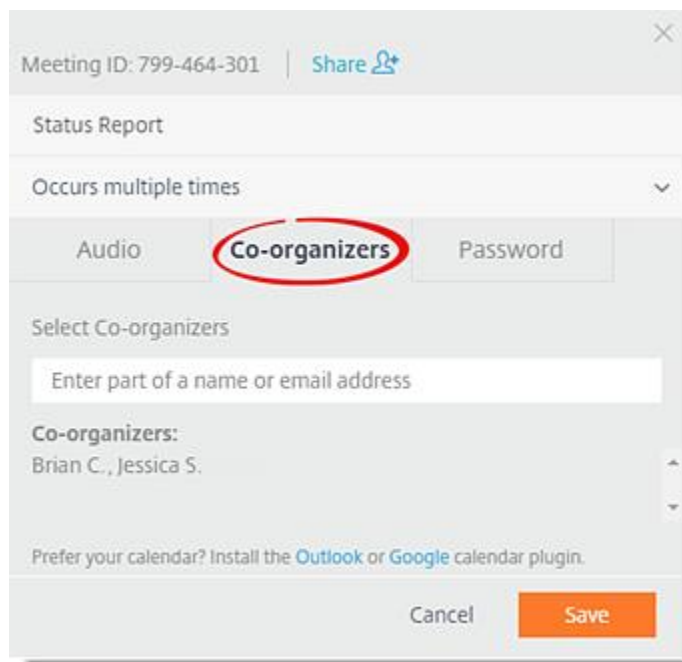
The UI&U Center for Teaching and Learning

Add a co-organizer before a session

You can make someone a co-organizer before the session begins so that they can start the session if you are unable to.

Note: You can only add organizers who are also members of your same account (i.e., other individuals who also have an organizer seat on account the same account as you).

1. Log in to your account online.

2. Either schedule a new meeting, or open an existing meeting from the My Meetings page.

3. On the **Co-organizers** tab, search for a user on your account by entering their first name, last name or email address. Repeat for additional co-organizers.

4. Click **Save**. You will be prompted to share the meeting invitation with the newly added organizers.