Communicator Meeting — Adding Co-Organizers

Using the co-organizer role in Meetings ensures that there is more than one person that can manage important settings in a meeting. It's a very useful role if the organizer will not be present and as a support to the organizer in terms of being able to co-manage.

One single Meeting can have multiple co-organizers. Meeting participants can be promoted to Co-organizers from the Meeting Participants' list. After adding participants to the meeting, participants will be listed in the table below. To assign the Co-organizer role to a certain participant, press the "+" button related to that participant.



Note: Participants promoted to the Co-organizers get the Co-Organizer label next to their name. And, at the same time, the option to Assign a co-organizer ("+" button) for that participant is changed to an option for removing the coorganizer role ("-" button).

Add participants	© ©
	- +
Name (Extension)	
Lejla (1001)	
Oliver Smith (1003) [Co-Organizer]	— ×
Emily Parker (1004)	+ ×
	✓ Save

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