

# 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.

The screenshot shows a dialog box titled "Add participants" with a search bar and a list of participants. The participants listed are Lejla (1001), Oliver Smith (1003), and Emily Parker (1004). The row for Oliver Smith (1003) is highlighted with a red box, and a tooltip "Assign Co-Organizer" is visible over the "+" button next to his name. A blue "Save" button is at the bottom right.

**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 co-organizer role ( "-" button).

## Add participants

 +

### Name (Extension)

Lejla (1001)

Oliver Smith (1003) [Co-Organizer]



Emily Parker (1004)



✓ Save

Version01.09262023