



## Assigning someone to be the Host (Claim Host)

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Schedule a Meeting

Claim Host Instructions

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Can someone host the meeting other than the account owner? Yes

The person responsible for scheduling meetings can assign another member to start the meeting and be the host

- Sign into the account
- Click on Profile

Profile

- Scroll down to Host Key

Host Key

\*\*\*\*\*

Show

- Click on Show
- Copy the number, paste it into an email

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Hide

- Click on Hide
- Scroll to the top of the screen and click on Schedule a Meeting

### SCHEDULE A MEETING

- Set up the meeting
- Topic - this is what attendees see in the Waiting Room, date/time, etc.
- Scroll down to Meeting Options
- Click on Enable join before host
- Uncheck Enable waiting room

Meeting Options

Enable join before host

Mute participants upon entry

Enable waiting room

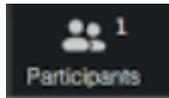
Save

- Click Save

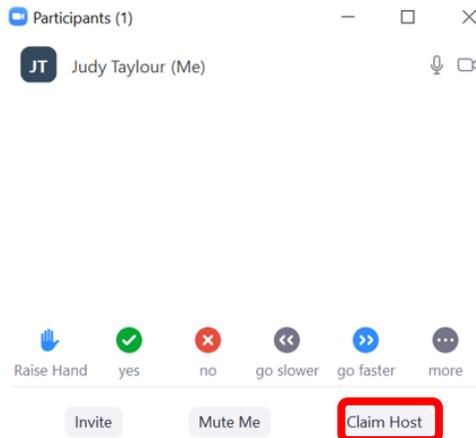
- Copy the encrypted Meeting URL and paste it into the email with the Host key <https://us02web.zoom.us/j/064?pwd=a0QvL2RIL11NkRYaWdGdz09>
- Send it to the person who will be hosting the meeting, class, SIG....
- Let the person know that he should click on the link at least 15 minutes prior to the start of the meeting so he/she can set up the meeting.
- Copy and Paste the meeting invitation into an email and customize it to be sent to your members.

### Claim Host Instructions

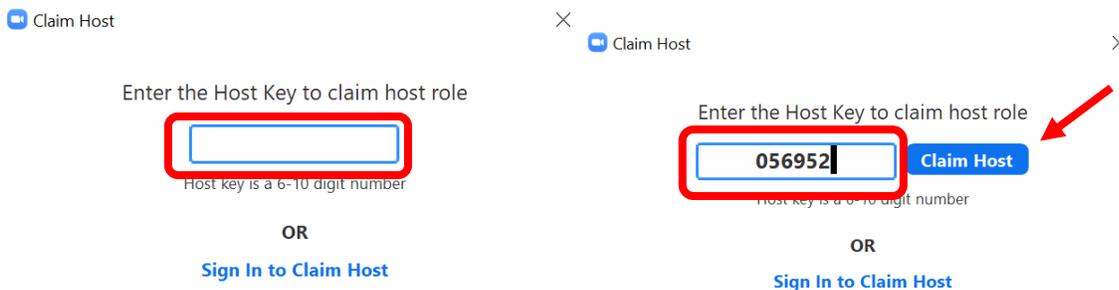
- At least 15 minutes prior to the meeting, the person going to be the Host should copy the Host Key #
- Click on the Zoom meeting URL and enter the meeting
- Click on the Participants button on the Zoom taskbar



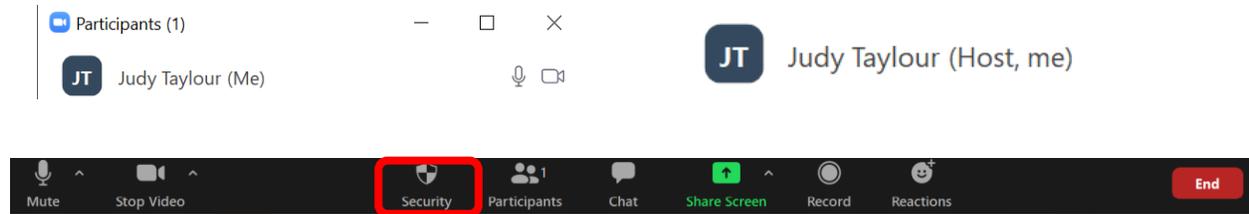
- Click on Claim Host



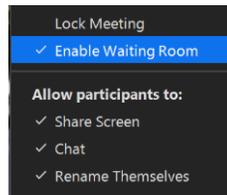
- Paste or type the Host Key number into the box
- Click on Claim Host



When you enter the meeting, you are a participant. When you go through the Claim Host process, you become the Host and can set up the meeting.



Step 1 – Select Waiting Room – Click Security icon > select Waiting Room



Step 2 – Decide who you want to monitor the Waiting Room and Chat Box.

Step 3 – Admit them from the Waiting Room first and elevate them to Co-hosts.\*\*

Step 4 – Admit the other participants and turn over that process to the Co-host who is monitoring the Waiting Room.

Step 4 – If you are having a presenter, also elevate that person to a Co-host.

### \*\*Using the Participants thumbnail

1. Hover over a *participant's thumbnail*
2. Click the 3 dot More icon 
3. Click Make Co-Host

### Using Manage Participants

1. Click on *Manage Participants* in the meeting controls at the bottom of the Zoom window.
2. Hover over the name of the participant who is going to be a co-host and choose *More*.
3. Click *Make Co-Host*.

Once a participant has been made a co-host, they'll have access to the co-host controls.

Link to Chris Guld's (GeeksOnTour) video tutorial on the above process:

<https://www.youtube.com/watch?v=Lh-jWm5v7Yw>