



Assigning someone to be the Host (Claim Host)

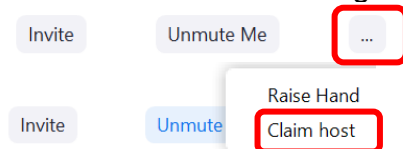
Can someone host the meeting other than the account owner? Yes

ZOOM CLAIM HOST INFORMATION

- Click on the below link to start your meeting and enter the meeting.

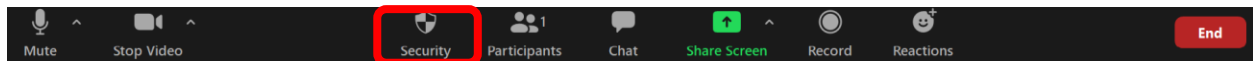
<https://us02web.zoom.us/j/85321768789?pwd=cC9EeGJESlpxRGtWDRSNHViQT09>

- Click on Participants
- Click on 3 dots in lower right



Click on Claim Host and enter this number: **9525...**

- Click on Claim Host
- Click on the Security button to Enable the Waiting Room
- As attendees are admitted to the meeting, assign Co-hosts



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

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

You also send the above link (<https://us02web.zoom.us/j/85>) to people on your meeting email list.