

# Zoom (LEARN) User Guide

- [How to set Join Before Host Setting](#)
- [How to Find the Host Key in Zoom](#)
- [How to Use the Host Key to Claim Host Role in Zoom](#)

# How to set Join Before Host Setting

Initially, do the following (this is a one-time setting),

1. Go to settings and search for `Allow participants to join before host` in the search box.
2. Turn on the setting.
3. Check the `Participants can join` check box.
4. Set the desired time by selecting it from the dropdown. It's recommended to keep the time either `5 minutes before start time` or `10 minutes before start time`. Do not set it to `anytime`.

Meeting > Schedule Meeting

## Allow participants to join before host



Allow participants to join before the host arrives. If participants are not allowed to join before the host, or the host has another meeting running, participants will see a dialog that notifies them that the meeting has not started. This dialog can be customized through the [Customize Waiting Room](#) setting.

Participants can join `10 minutes before start time` ▾

Check the settings below every time you schedule a meeting.

1. Scroll down until you find `Options`
2. Click `Show`
3. See if the `Allow participants to join` check box is checked. If not, check it.
4. Adjust the time if needed.

## Options

### Hide

- Allow participants to join 5 minutes before start time ▼
- Q&A
- Mute participants upon entry
- Breakout Room pre-assign
- Automatically record meeting
- Automatically start Meeting Summary
- Automatically start AI Companion questions
- Approve or block entry to users from specific regions/countries

### Alternative Hosts

- Allow alternative hosts to add or edit polls

Save

Cancel

# How to Find the Host Key in Zoom

- [Login](#) to zoom. Make sure the "Allow Zoom to start meeting with Host Key" setting is turned on by going to settings. It should be enabled and locked.

The screenshot shows the Zoom settings interface. On the left is a navigation menu with 'Settings' highlighted. The main content area is titled 'Security' and includes sections for 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. Under the 'Other' section, the 'Allow Zoom Rooms to start meeting with Host Key' setting is highlighted with a blue box. This setting is currently turned on (indicated by a blue toggle switch) and is locked, as shown by a yellow tooltip message: 'The administrator has locked this setting and you cannot change it. All of your meetings will use this setting.' Other settings like 'Allow participants to join before host' and 'Enable continuous meeting chat' are also visible but not highlighted.

- Select Profile Find the host key and note it down, or if you prefer, change it by clicking Edit.

The screenshot shows the Zoom Profile page. The left navigation menu has 'Profile' selected. The main content area displays several fields: 'Personal Meeting ID' (with a dropdown arrow and an 'Edit' link), 'Personal Link' (with a dropdown arrow and a 'Customize' link), and 'Host Key' (with a dropdown arrow and a tooltip that says 'Click on the close eye/ID to make the host key visible' and an 'Edit' link). The 'Host Key' field is highlighted with a blue box.

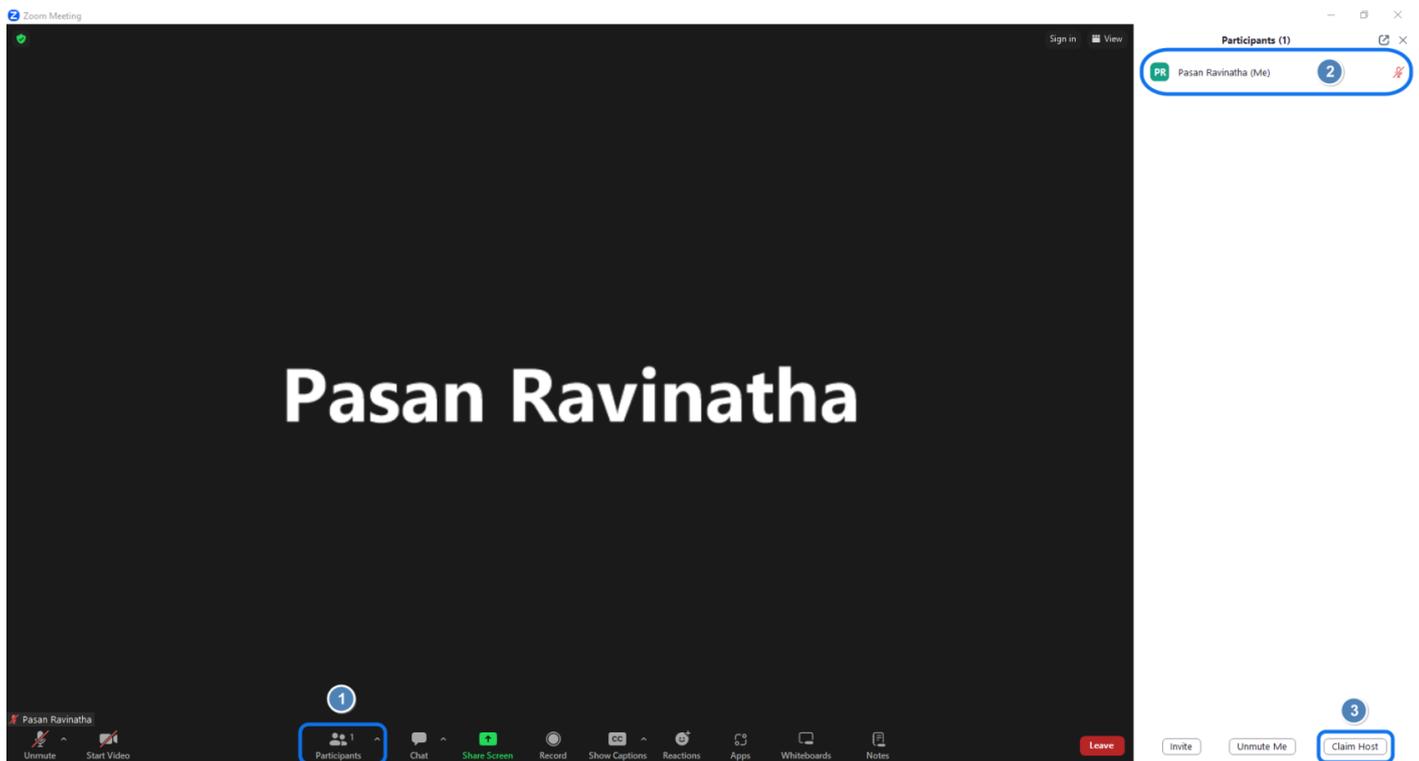
- After the [Meeting is scheduled](#), share the host key with the person who needs to obtain the host role for your meeting.

Note: Make sure not to enable the "Waiting Room" option while creating the meeting.

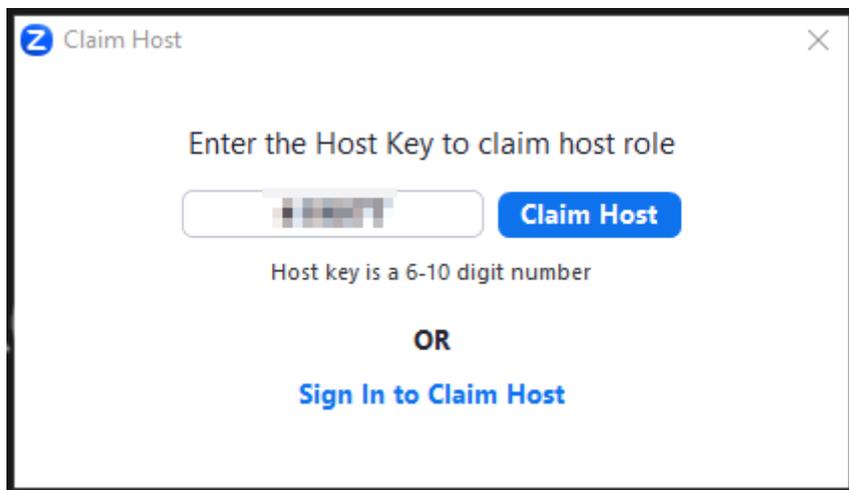
- It is strongly recommended that the host key be changed frequently. to avert unforeseen events.
- Also, make sure to enable "[Join Before Host Setting](#)" to use this feature on the meetings created under your account.

# How to Use the Host Key to Claim Host Role in Zoom

Join the Zoom meeting. Click on Participants<sup>1</sup>, Check if you have the host role<sup>2</sup>. If not, click on the Claim Host button<sup>3</sup>.



Then enter the Host Key and click on Claim Host.



Check if you have the host role assigned.

PR Pasan Ravinatha (Host, me)



Host role is assigned

# Pasan Ravinatha

Pasan Ravinatha

- Unmute
- Start Video
- Security
- Participants
- Chat
- Share Screen
- Start Summary
- AI Companion
- Record
- Show Captions
- Reactions
- Apps
- Whiteboards
- Notes
- More

End

Invite

Mute All

