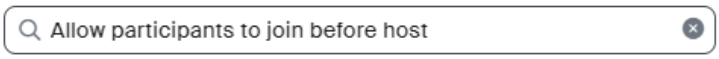
# Zoom (LEARN) User Guide

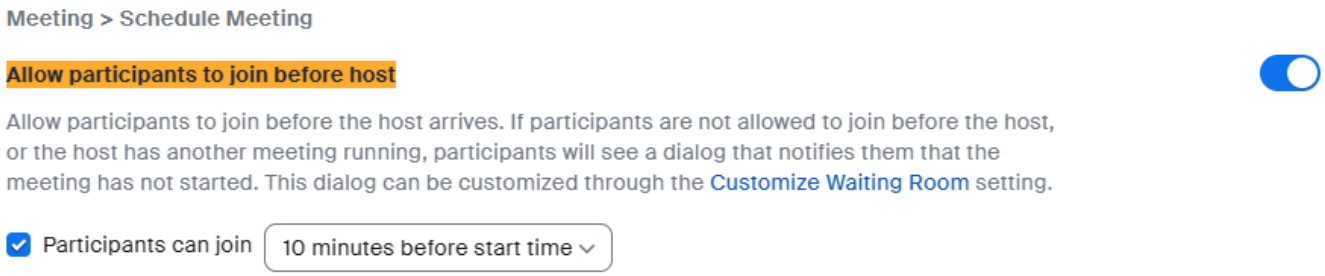

- How to set Join Before Host Setting
- How to Find the Host Key in Zoom
- How to Use the Host Key to Claim Host Role in Zoom

# 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 settling.
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`.




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

- [x] Allow participants to join — 5 minutes before start time
- [ ] Q&A
- [x] 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**

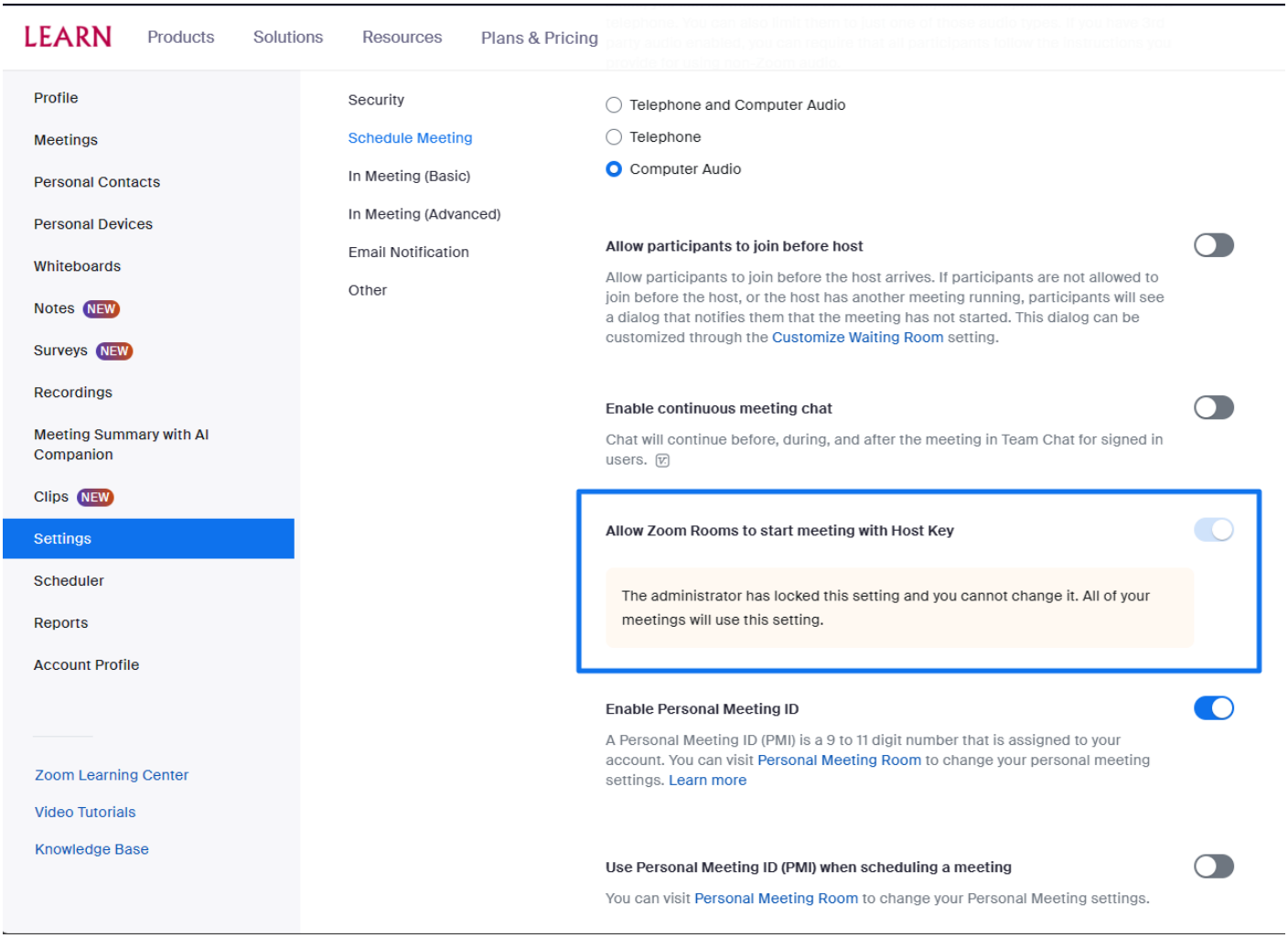
Enter user name or email addresses

- [ ] Allow alternative hosts to add or edit polls

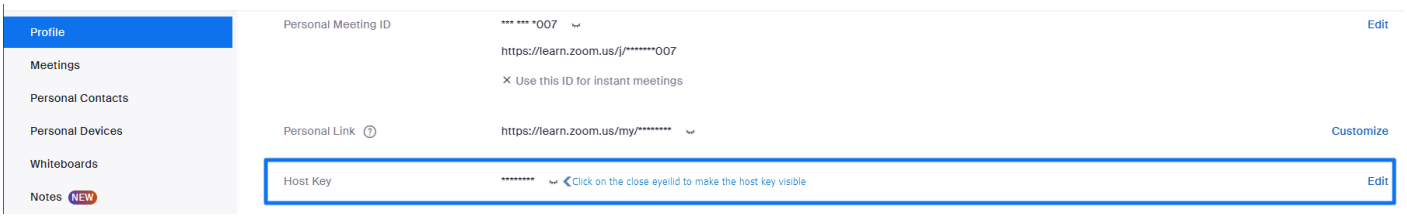
Save Cancel

# 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.




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

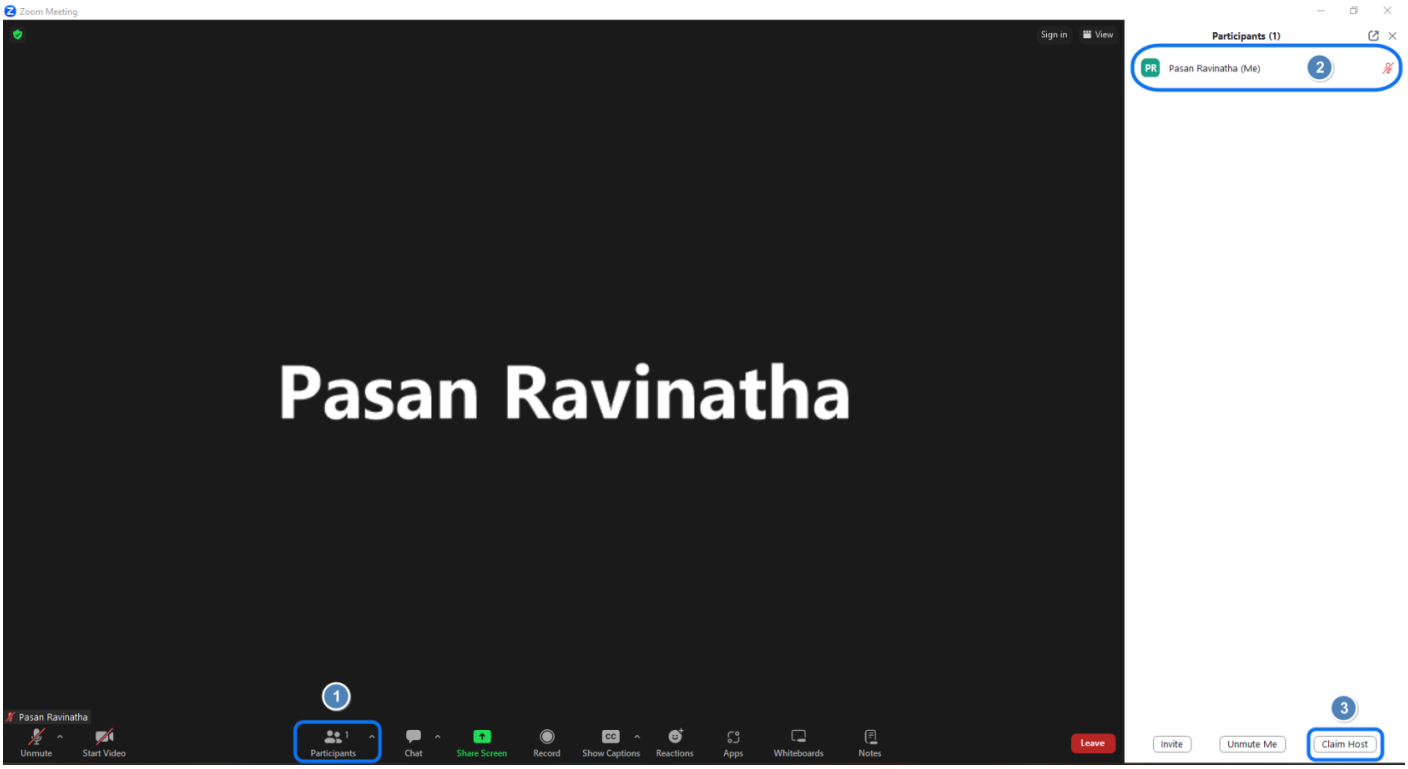


- After the Meeting is scheduled, share the host key with the person who needs to obtain the host role for your meeting.
  Note: Make sure not to enable the "Waiting Room" option while creating the meeting.

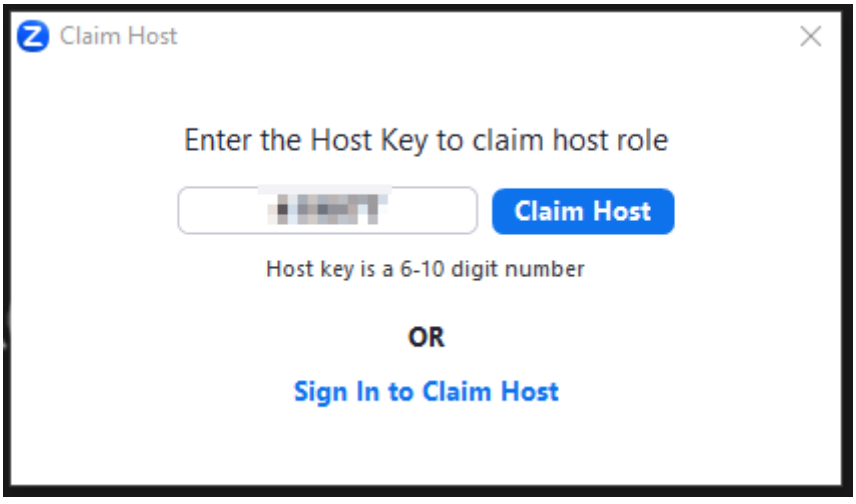
- It is strongly recommended that the host key be changed frequently. to avert unforeseen events.
- Also, make sure to enable "Join Before Host Setting" to use this feature on the meetings created under your account.

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

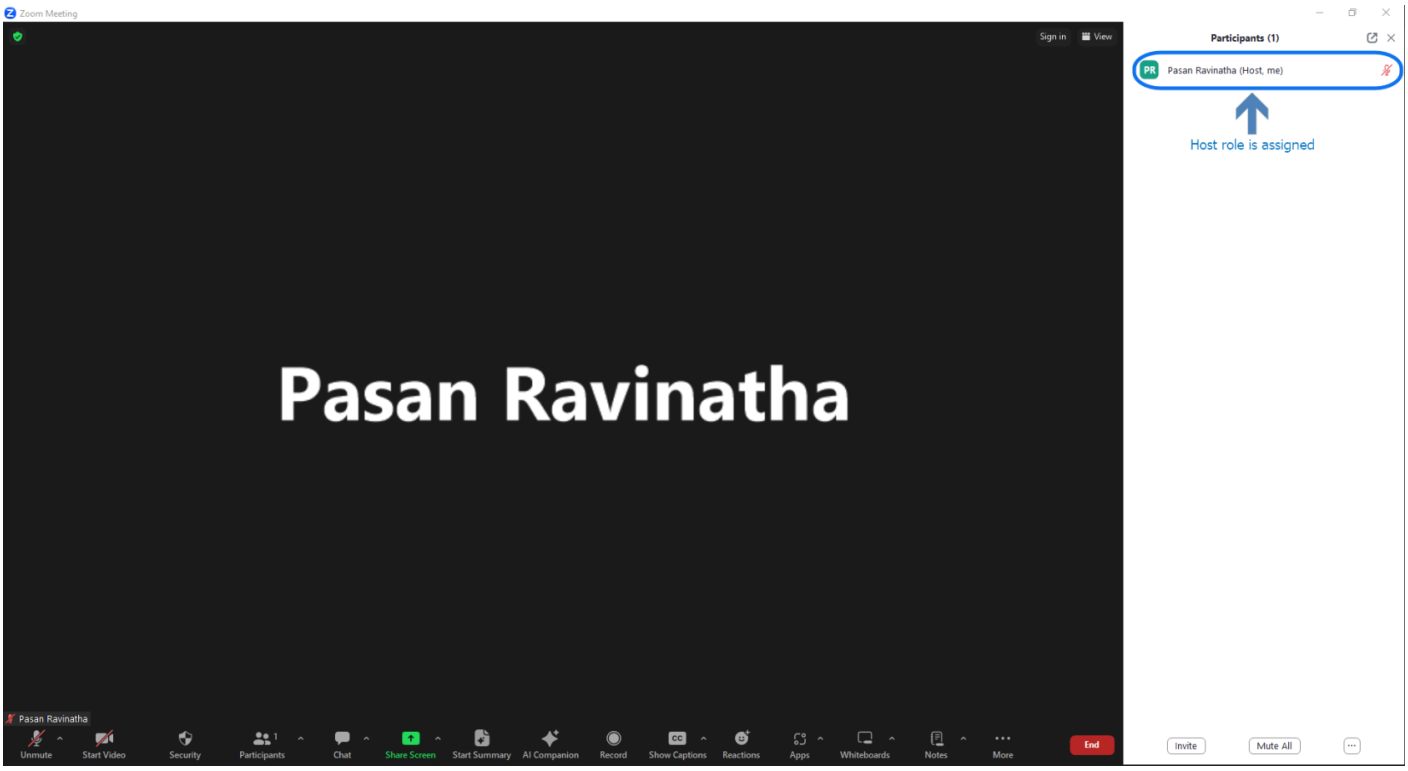
Join the Zoom meeting. Click on Participants[1], Check if you have the host role [2]. If not, click on the Claim Host button [3].




Then enter the Host Key and click on Claim Host.




Check if you have the host role assigned.


Zoom Meeting
Sign in
View
Pasan Ravinatha
Participants (1)
PR
Pasan Ravinatha (Host, me)
Host role is assigned
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