

Zoom (LEARN) User Guide

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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.

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☐ Telephone and Computer Audio

☐ Telephone

☒ Computer Audio

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☐

Enable continuous meeting chat

Chat will continue before, during, and after the meeting in Team Chat for signed in users. ☒

☐

Allow Zoom Rooms to start meeting with Host Key

The administrator has locked this setting and you cannot change it. All of your meetings will use this setting.

☒

Enable Personal Meeting ID

A Personal Meeting ID (PMI) is a 9 to 11 digit number that is assigned to your account. You can visit [Personal Meeting Room](#) to change your personal meeting settings. [Learn more](#)

☒

Use Personal Meeting ID (PMI) when scheduling a meeting

You can visit [Personal Meeting Room](#) to change your Personal Meeting settings.

☐

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

Profile	Personal Meeting ID	*** **007	Edit
Meetings		https://learn.zoom.us/j/*****007	
Personal Contacts		✕ Use this ID for instant meetings	
Personal Devices	Personal Link ⓘ	https://learn.zoom.us/my/*****	Customize
Whiteboards			
Notes NEW	Host Key	***** ⓘ Click on the close eyelid to make the host key visible	Edit

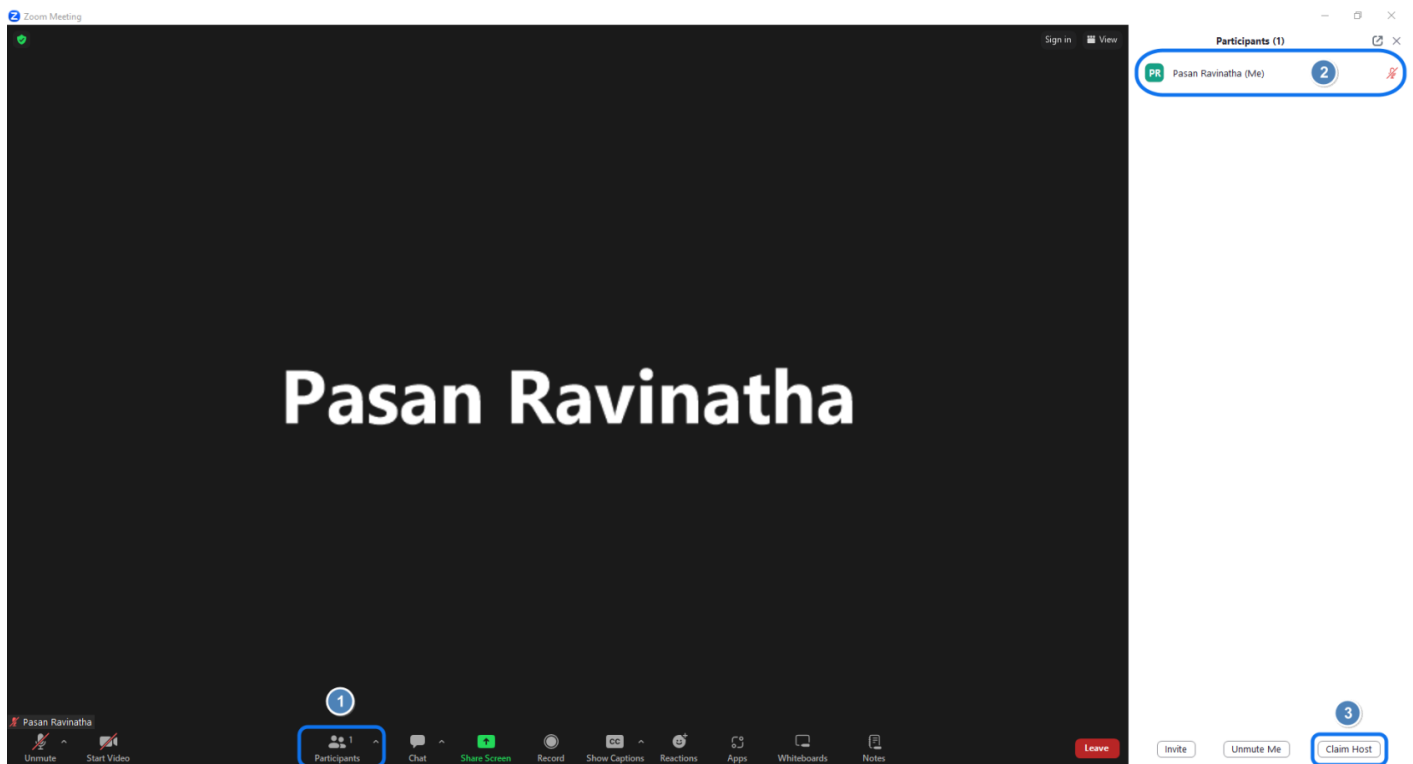
- After the [Meeting is scheduled](#), share the host key with the person who needs to obtain the host role for your meeting.

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

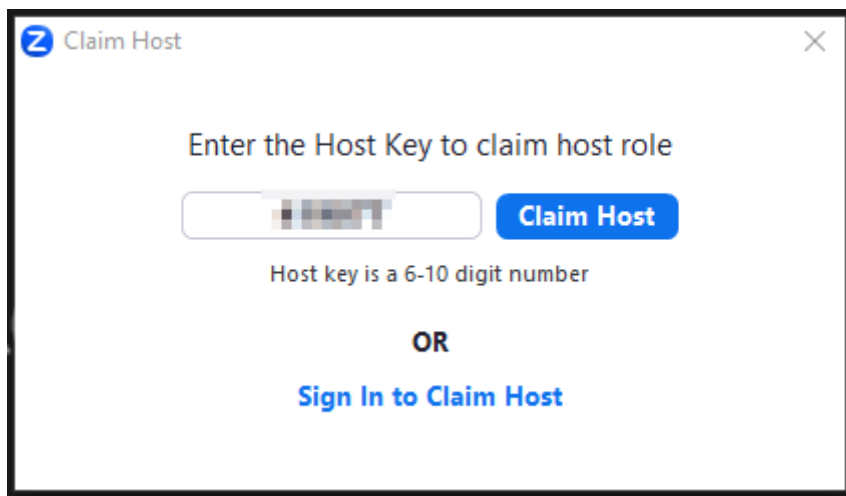
- It is strongly recommended that the host key be changed frequently. to avert unforeseen events.
- Also, make sure to enable "[Join Before Host Setting](#)" to use this feature on the meetings created under your account.

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

[Join](#) the Zoom meeting. Click on Participants¹, 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

PR

Pasan Ravinatha (Host, me)

Host role is assigned

Participants (1)

End

Invite

Mute All

Pasan Ravinatha

Utmute

Start Video

Security

Participants

Chat

Share Screen

Start Summary

AI Companion

Record

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