

# 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.

LEARN

Products

Solutions

Resources

Plans & Pricing

Profile

Meetings

Personal Contacts

Personal Devices

Whiteboards

Notes NEW

Surveys NEW

Recordings

Meeting Summary with AI Companion

Clips NEW

**Settings**

Scheduler

Reports

Account Profile

Zoom Learning Center

Video Tutorials

Knowledge Base

Security

[Schedule Meeting](#)

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Telephone and Computer Audio

Telephone

**Computer Audio**

**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.

**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

Meetings

Personal Contacts

Personal Devices

Whiteboards

Notes NEW

Personal Meeting ID

\*\*\* \*\*007

[https://learn.zoom.us/j/\\*\\*\\*\\*\\*007](https://learn.zoom.us/j/*****007)

× Use this ID for instant meetings

Personal Link

[https://learn.zoom.us/my/\\*\\*\\*\\*\\*](https://learn.zoom.us/my/*****)

[Customize](#)

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.

---

Revision #10

Created 4 December 2023 09:05:20 by Pasan

Updated 13 February 2024 06:06:40 by Nadeesha Ranaweera