

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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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	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	Host Key	***** ⓘ Click on the close eye/ld 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.

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