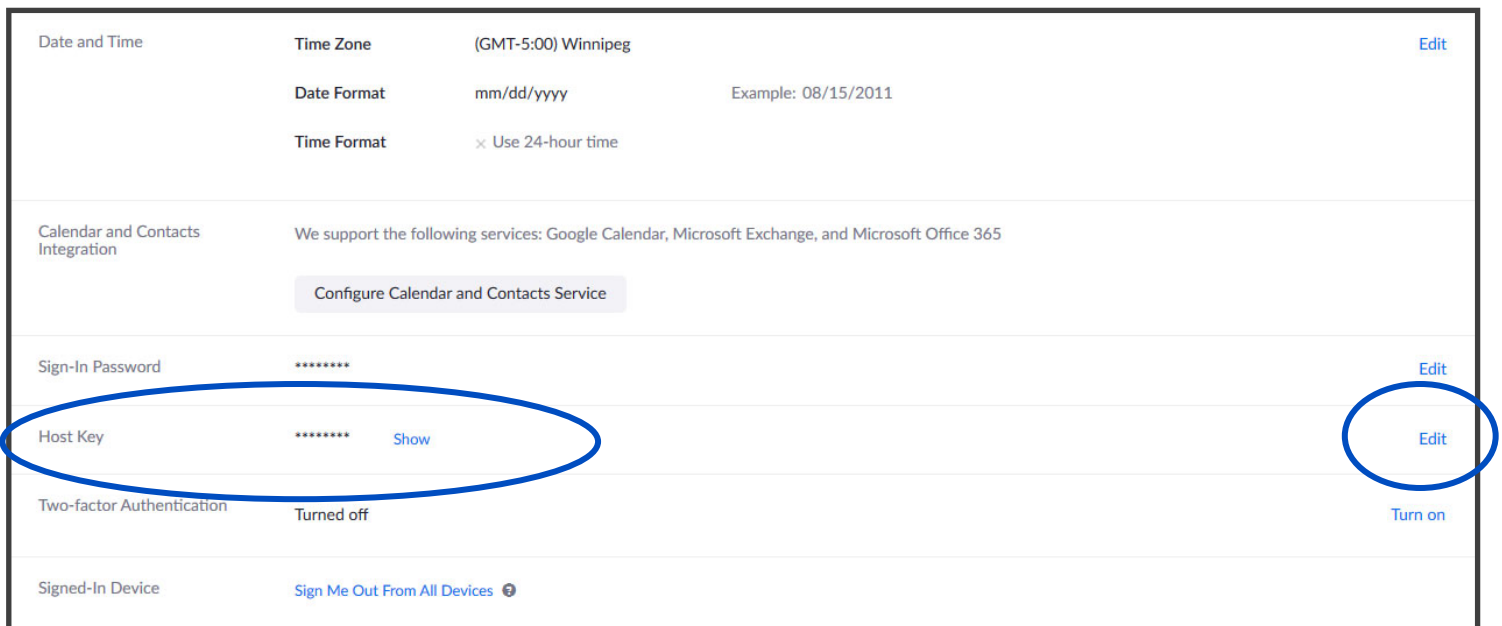
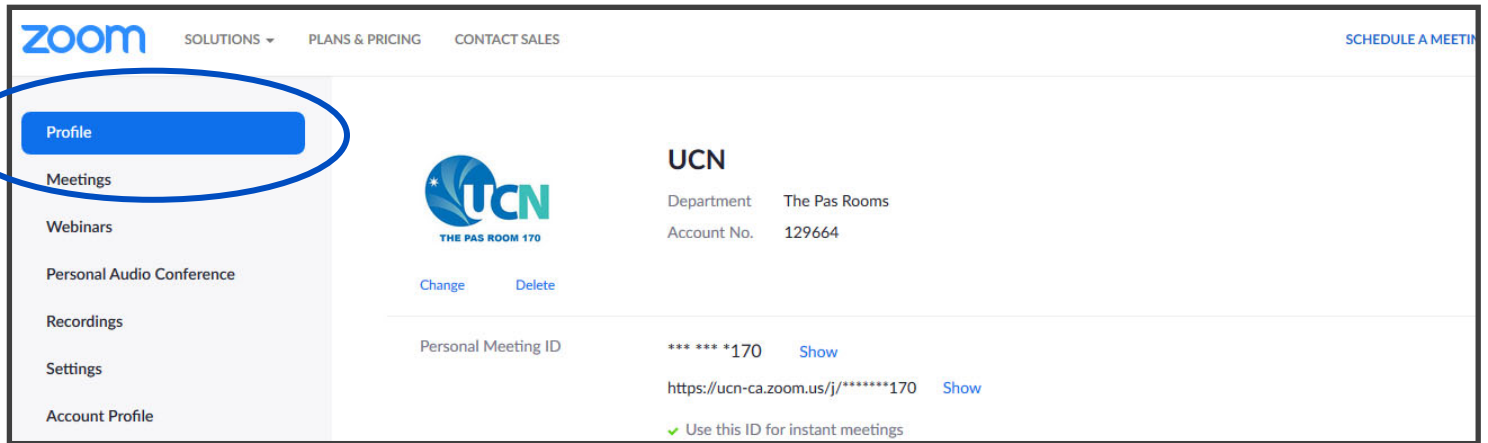


## Finding your host key:

- log into your Zoom account on the web portal (either zoom.us or ucn-ca.zoom.us )
- Once logged in, go to the “Profile” tab and scroll down near the bottom to “Host Key”



- Click on “Show” to show your current host key. If you want to change it, click on “Edit” on the right hand side and change it to the desired number.

- Then if you join your meeting from a Zoom Room or another account, you can click on the “Participants” icon and at the bottom of the window you will see “Claim Host”. Click on that & enter the host key number and your account will be the host of the meeting.

**\*\*\*\* If you will use this function you have to either have the waiting room option turned off or set to “Users not in your account” so that you can join from a Zoom Room or another UCN Zoom account.**

