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"

	✓ PLANS & PRICING	CONTACT SALES		SCHEDULE A MEETII
Profile Meetings Webinars Personal Audio Conference		THE PAS ROOM 170	UCN Department The Pas Rooms Account No. 129664	
Recordings Settings Account Profile	Pe	ersonal Meeting ID	**** **170 Show https://ucn-ca.zoom.us/j/******170 Show ✓ Use this ID for instant meetings	
Date and Time	Time Zone	(CMT 5:00) Winning		Edit
	Date Format	mm/dd/yyyy	Example: 08/15/2011	Luit
Calendar and Contacts Integration	We support the following services: Google Calendar, Microsoft Exchange, and Microsoft Office 365 Configure Calendar and Contacts Service			
Sign-In Password				Edit
Host Key	******* Show			Edit
Two-factor Authentication	Turned off			Turn on
Signed-In Device	Sign Me Out From All	Devices 🚱		

- 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.

