

Zoom – Host Features – Claim a Meeting

Description

When joining a Zoom video call, all participants join the meeting by clicking on the meeting link in the notification email, from the calendar or from the Video Meetings list on the Dashboard. If the Meeting ID is known, the number can also be entered in to the Join section of the Zoom client or App or the Zoom.us website.

Once the Zoom meeting has started, there is no host, everyone is a participant. To gain access to additional security features such as Locking the meeting or restricting who can Share their screen, disabling Chat, etc., the meeting needs to be claimed by a host. To do this you must know the Host ID of the meeting. This Host ID is visible on the email notification as well as on the Video Meetings Dashboard.

Notification Email / Calendar

A new or updated appointment has been scheduled.

Date: 04/30/2020

Time: 16:30 Pacific Standard Time

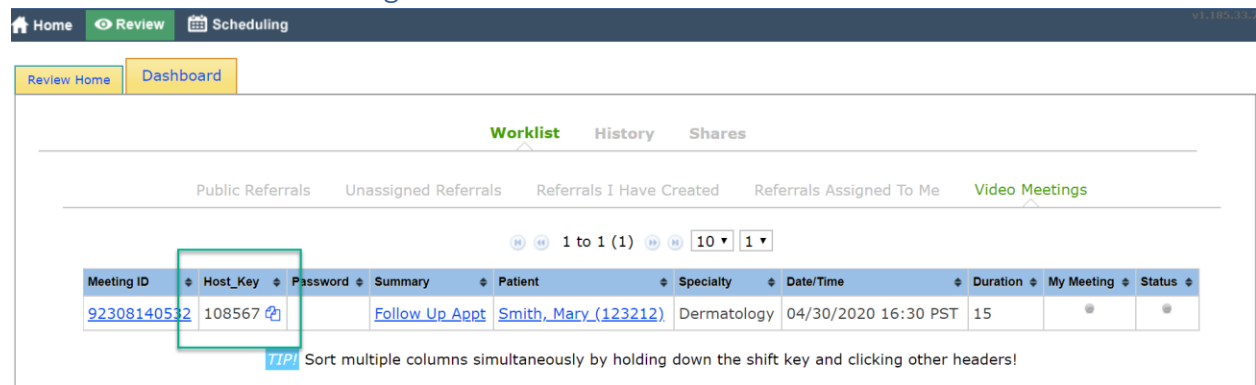
Duration: 15 Minutes

Reference: <http://demo.secondopinion.net/reviewex2.aspx?Referra>


Video Meeting Type: zoom <https://secondopinion.zoom.us/j/92308>:

Meeting Host_Key: 108567


Dashboard – Video Meetings



The screenshot shows a dashboard with a navigation bar (Home, Review, Scheduling) and a main content area. The 'Video Meetings' tab is active, displaying a table with the following data:

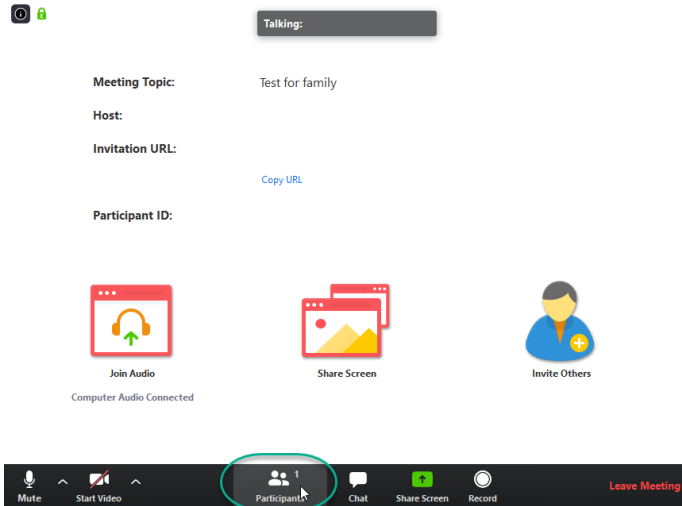
Meeting ID	Host_Key	Password	Summary	Patient	Specialty	Date/Time	Duration	My Meeting	Status
92308140532	108567 		Follow Up Appt	Smith, Mary_(123212)	Dermatology	04/30/2020 16:30 PST	15	<input type="checkbox"/>	<input type="checkbox"/>

TIP! Sort multiple columns simultaneously by holding down the shift key and clicking other headers!

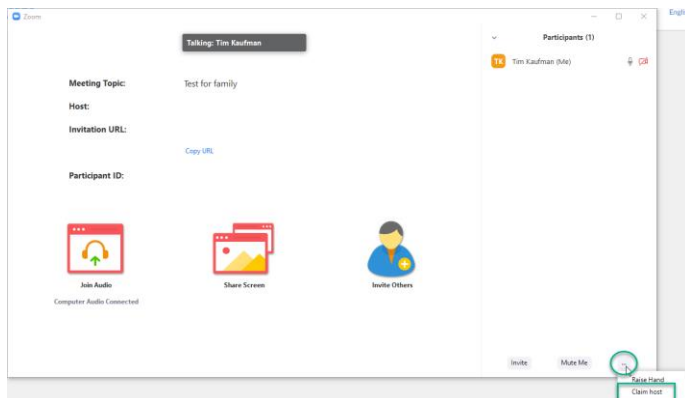
Note: Clicking the  symbol will copy the Host ID to the Clipboard so it can be pasted in later to Claim the meeting.

Claim the Meeting

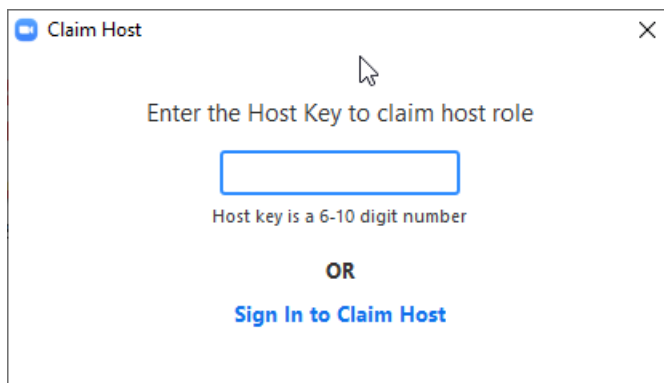
To Claim the Meeting, join the Zoom video meeting and **Click** the **Participants** button at the bottom of the Zoom video window.



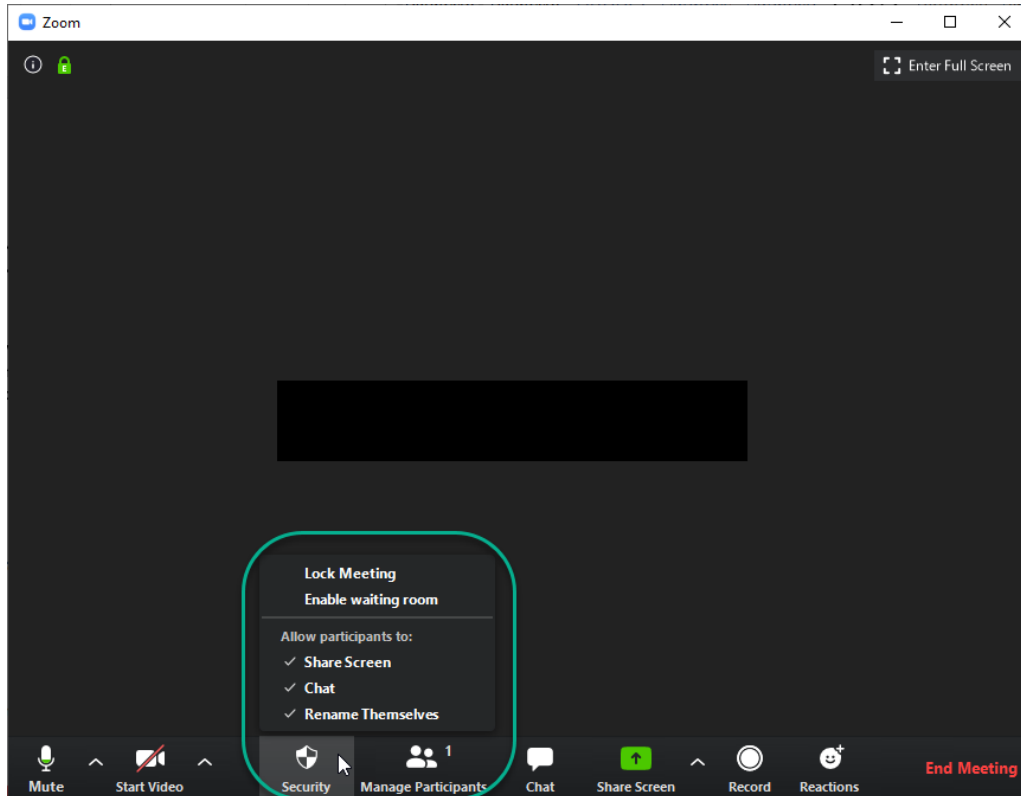
Next **Click** the ellipsis (...) menu at the bottom right corner, then **Click Claim Host**.



When the Claim Host dialog box appears, **Type in** or **Paste <ctrl-v>** the Host ID into the **Enter the Host Key** field.



Once the meeting has been Claimed by the Host, additional Host features are displayed on the Menu bar below the Zoom video window.



For more information on the Host controls **Click** on the following link.

<https://support.zoom.us/hc/en-us/articles/201362603-Host-and-Co-Host-Controls-in-a-Meeting>

For More Information or Technical Support Give Us a Call

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