Claiming Host of a Zoom Meeting

If you can't record click on the Participants button (found at the bottom of Zoom) and look at the list of participants. If no participants have the word "host" after it you will need to claim host. Note that either the initiator of the meeting (the person that scheduled it) or an Alternative Host will be the only ones that can claim host rights. To set someone up as an Alternative Host follow these instructions: <u>Alternative Host</u>.

1. Click on the Claim Host button (found in the participants window).

Meeting Topic: Host: Invitation URL:	Test Meeting Gwyn Ann Shelle https://msu.zoom.us/j/838306166	
Participant ID:	GA Gwyn Ann Shelle (Me)	
	Dutie Participants Share Screen Chat Record	

2. Click on the link to Sign In to Claim Host.

Claim Host		×
Enter ti	he Host Key to claim ho	ost role
	Host Key is a 6-digit number	
	OR	
	Sign In to Claim Host	

3. Click on the link to Sign In with SSO (the term SSO stands for Single Sign-On and will associate you with your MSU credentials). It is VERY important that you don't try to login on the left side of this screen (you need to login via SSO so it associates you with your MSU credentials).



4. Enter "msu" in the field shown below. Click Continue.

Zoom Cloud Meetin	gs	Sector 1	
	Enter your company domain msu I don't know the company domain	.zoom.us	
← Back		-	Continue

5. Login with your **MSU NetID** and **Password**.

MICHIGAN STATE UNIVERSITY Q
SIGN IN
MSU NETID
PASSWORD
SIGN IN Forgot Password?

6. Click on the **Manage Participants** option and you will see your name listed as **Host** – and you will be able to record.

