# 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: Alternative Host.

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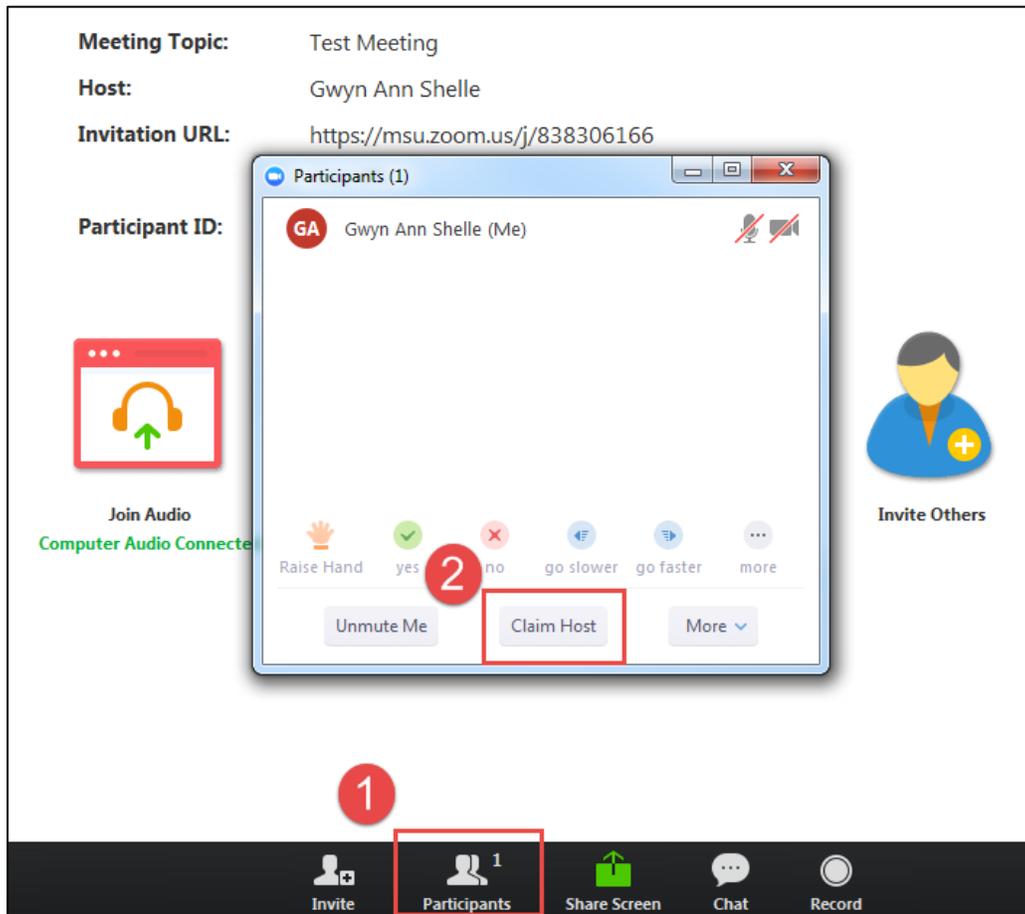

2. Click on the link to **Sign In to Claim Host**.
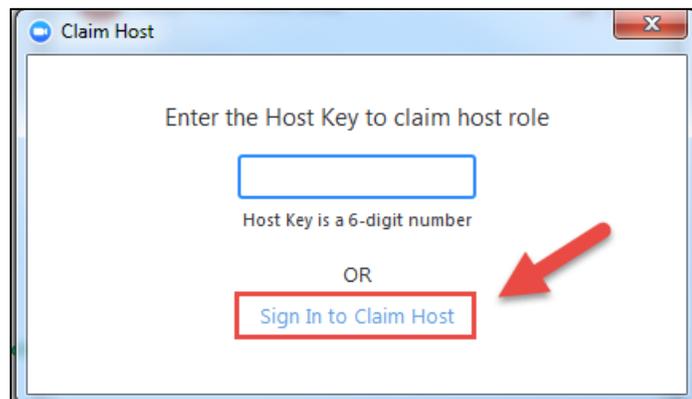
3. Click on the link to **Sign In with SSO (the term SSO stands for Single Sign-On and will associate you with your MSU credentials)**. It is **VERY** important that you don't try to login on the left side of this screen (you need to login via SSO so it associates you with your MSU credentials).

4. Enter **"msu"** in the field shown below. Click **Continue**.
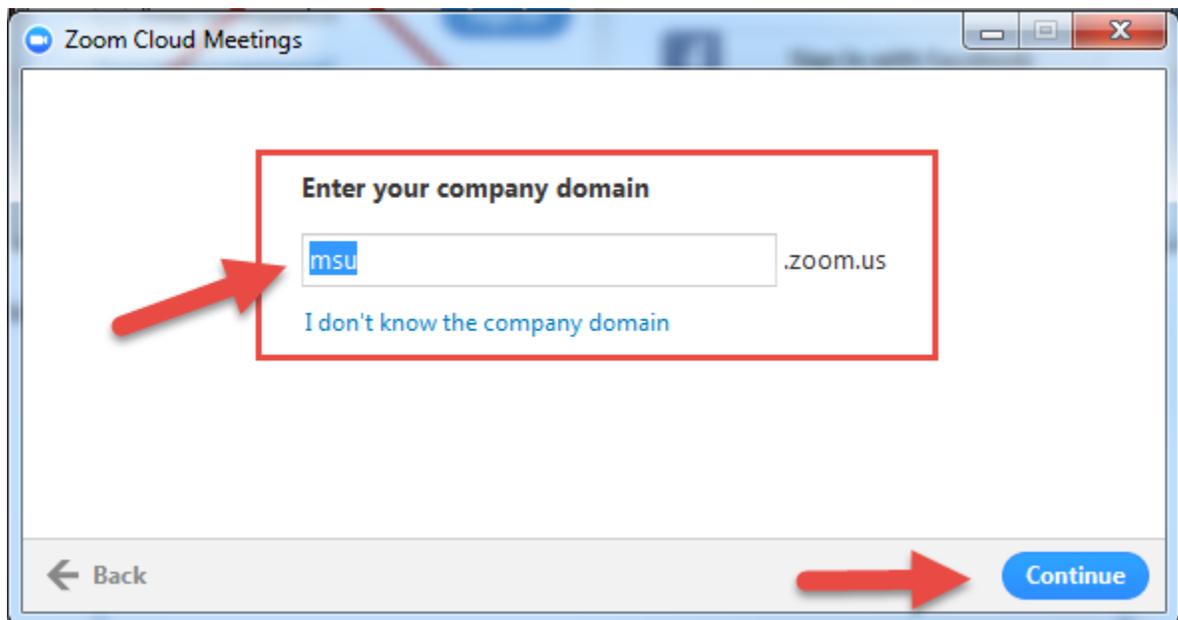
5. Login with your **MSU NetID** and **Password**.
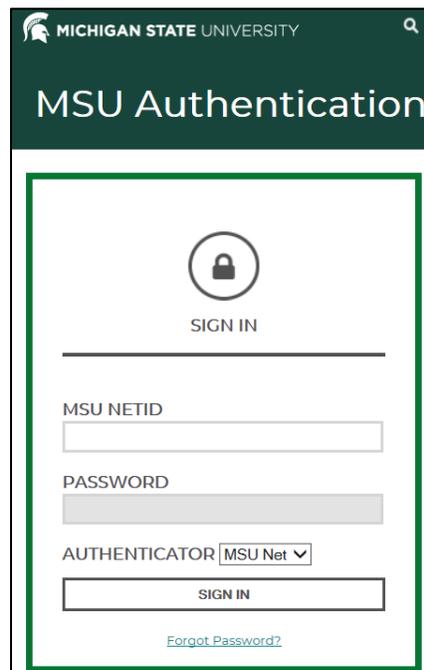
6. Click on the **Manage Participants** option and you will see your name listed as **Host** – and you will be able to record.