Claiming host

Follow these steps if you need to claim the host role when you join a meeting.

1. Join the meeting.
2. Click **Participants.**

3. Click **Claim Host** at the bottom of the participants list.

4. Enter your host key (if you do not have a host key for your meeting, please contact admin@uucuc.org to receive it).
5. Click **Claim Host.**
   Once the host key is verified, you will have host controls in the meeting.