

Joining a Zoom meeting from your Laptop/Desktop Computer

Firstly, follow the [Joining Zoom meeting guide](#) to download the Zoom APP.

Using the Host Key to moderate your conference:

For zoom meetings with a large number of participants, you may want to use the host key to moderate your conference. By taking the host role you can do the following:

- Mute participants audio and video
- Eject participants from your meeting
- Lock screen sharing to the host only
- End the meeting

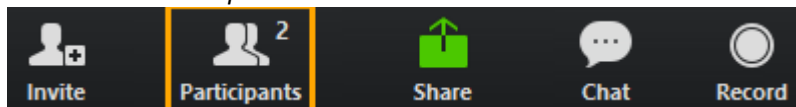
The six digit host key can be found in your event confirmation.

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| | Information for online participants: How to join a Zoom Session: To test your video/audio before joining using Zoom |
| Host Key (For event hosts only - do not forward to participants) | Host Key: 333721 Hosting a Zoom Session: Refer to our Service Catalogue for information on how to host a Zoom Session |

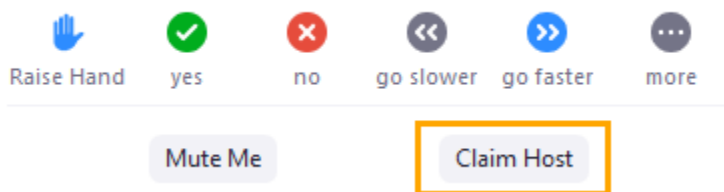
For Moderators: learn more about how to [moderate your Zoom meeting](#).

To claim the host role:


1. Join your meeting.
2. Click on the *Participants* button:



3. Click on the *Claim Host* button:



4. Enter the host key:

 ×

Enter the Host Key to claim host role

Host key is a 6-10 digit number

OR

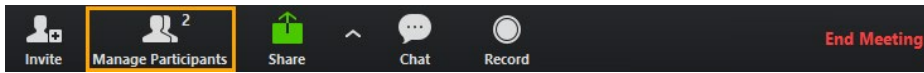
[Sign In to Claim Host](#)

5. Click on *Claim*.

Manage Participant's Audio and Video

If you notice a participant in a meeting is being disruptive, you can mute their audio and or video to preserve the meeting experience for the other participants.

1. Open the participants list:



Click on the microphone and or camera icon to the right of the participant's screen name:



Note: A strikethrough indicates that it is muted.

Meeting Security

Hosts and co-hosts can manage the security of their meeting using the following features:

- Lock Meeting
- Enable Waiting Room
- Restrict participant sharing, chat, and screen name access
- Removing participants

To learn more about these and other security options, please visit the [Zoom Help Centre](#).

End the Videoconference

At the end of your meeting you can end the videoconference for all participants.

To end the meeting:

1. Click on *End Meeting*:



2. Click on *End Meeting for All*.