AFG Groups: Problems Logging in as a Zoom Host? Consider using a Host Key!

Please note: The host key option allows members to join the meeting anytime, and the waiting room is disabled until the Host turns it on at the start of the meeting. Your group will likely want to have a business meeting to determine if this solution will work for you in the long run.

Instructions to use host key:

Before your next meeting
1.   The most recent Host should log on to the group account at zoom.us, click on the profile icon (top right), then make sure to select Profile on the menu on the left. Scroll down to the middle section to find the HOST KEY number. You may have to click on the little closed eye (see below image) to see the number. Write the number down so it can be shared with anyone who will be claiming the Host role

Host Key   ******** 👁

2.   Go to Meetings on the left. Find your meeting in the middle section, click on Edit and select Edit all Occurrences.

3.   In the meeting settings under Security: make sure to turn OFF your Waiting Room.

4.   Scroll down to Options and click Show: Check the box to Allow Participants to Join Anytime.

10 to 15 minutes before the start of your next meeting:
5.   The individual who will be hosting should click on the normal meeting link, as if they were just joining the meeting as a participant. They'll be let in automatically.

6.   If on a computer, Go to Participants, then click on the Claim Host button (If on a phone, it's under the three dots, then Enter Host Key to Claim Host.)

7.   Enter your Host Key. You are now the Host.

8.   If your group usually uses a waiting room, then the Host will need to enable it after they've claimed the Host role. To do this, under Security: Enable the Waiting Room. This turns on the Waiting room for the duration of the meeting.

9.   Host should be sure to "End meeting for all" when they leave.