Zoom -- Claim Host Role during a Meeting

If you are not logging in as a host, and instead first clicking a link to join Zoom as a participant, and then want to become a host, here's what to do.

1. Click "Participants" at bottom of Zoom.

2. Click "Claim Host".
3. Click "Login to Claim Host."

4. Click "SSO Login with SSO."
4. Click link above to collapse this area. Click on an image to zoom in.

You are now the "host" (and can record the meeting).

And "Host" now appears next to your name in ( ) in the 'Participants panel.

5. Enter "drexel" (no quotes) next to "zoom.us".
   a. Then click "Continue."

Click link above to collapse this area. Click on an image to zoom in.
MORE HELP?

NEED MORE HELP? Contact ihelp@drexel.edu or the CCI Commons HelpDesk at 215-895-2480.

*Additional Assistance is ONLY for Drexel University - College of Computing & Informatics (CCI) instructors, faculty, professional staff, and students.*

Anyone else should contact technical support for their own college, department, university, organization, or business.