Using the 'Claim Host' set up in Zoom

These instructions assume you have already installed Zoom, have a login and are familiar with the system.

When a date and time have been agreed the licence holder will email you the invitation to the meting for you to send out. There will also be a second email with a security code that you will need to take control of the meeting. 'Join before Host' will be enabled; this is because technically the licence holder is the Host and you will be taking over the Host duties from them so that they do not need to be part of the meeting.

On the day of your meeting and thirty minutes before it is due to start click on the link in the email you have been sent which will admit you to the meeting.
The location of the Claim Host icon is different, depending on whether you are on a tablet or a PC
On a Tablet/iPad click on the three dots in the top Righthand corner and click on "Enter Host Key to Claim Host".
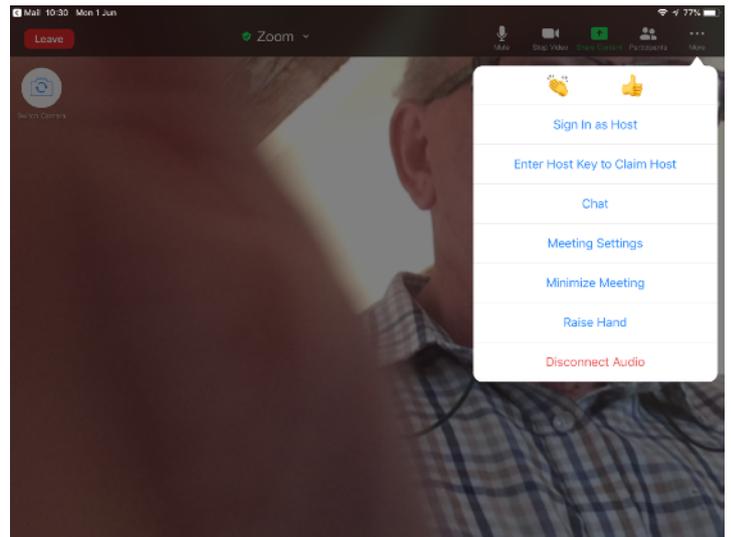
On a PC/iMac click on the Participants icon at the bottom of the screen to bring up the list of Participants and click on More at the bottom of the screen. Then click on "Enter Host Key to Claim Host".
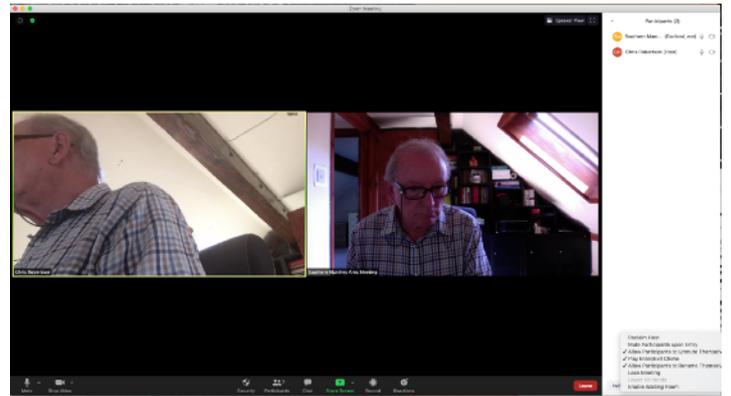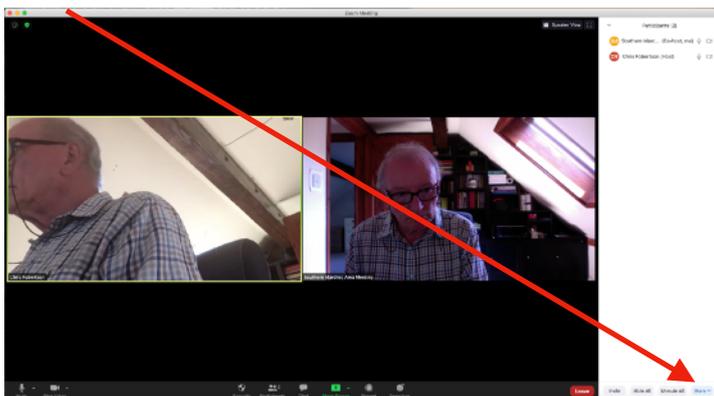
Enter the code which was in the second email and you will have the Host controls; you are now in control of admitting participants. The thirty minute lead-time is to give you time to familiarise yourself with the controls. You could enable the Waiting Room at this point to allow you more control over Participants.
To activate the Waiting Room on a PC/iMac click on the Security icon and Enable Waiting Room. You will now need to click on Admit as your Participants join the Meeting.On a tablet click on More in the top right corner. Click on Meeting Settings then click on the Waiting Room switch. You will now need to click on Admit as your Participants join 'the Claim Meeting. When your Meeting is finished click on the Red Leave icon and select End Meeting for Everyone.