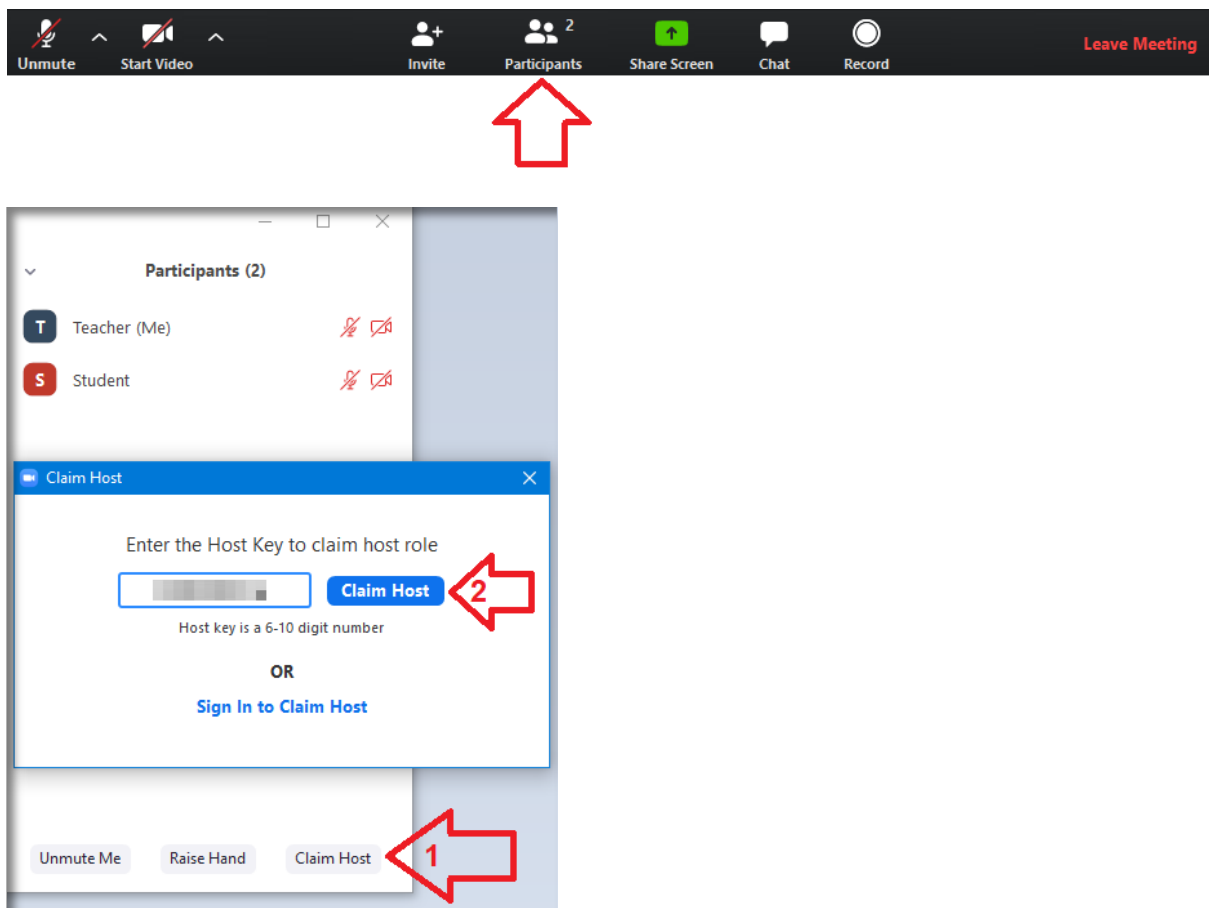# Zoom: Claiming host permissions using a host key
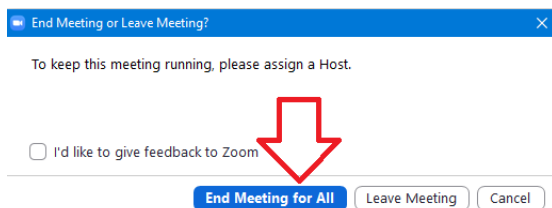
1. Claiming host permissions

In case you have received a host key for your zoom meeting you can claim host permissions, that allow you to have better control of the session (muting participants, creating breakout rooms, ending the meeting, etc). **To use your host key** please click on the Participants icon and then use the Claim Host button as shown below.

2. IMPORTANT – Ending the meeting

IMPORTANT!!! When the meeting has ended, please use the **End Meeting button to terminate the connection for all users**. You will be asked to confirm your action.

Ending the meeting is necessary for the rest of the instructors to be able to implement upcoming meetings.