



Getting Your Zoom Session Going with OLLI at Yavapai College

How access Zoom and using your Zoom “Claim Host.”

OLLI at Yavapai College Sedona Verde Valley does not issue individual Zoom accounts, but instead uses several accounts provided by Yavapai College’s educational subscriptions. Because of authentication problems in sharing these accounts, you must gain control of hosting through a process called “Claim Host.” By following the process below, you will be able to manage participants, screen share and other hosting processes.

To log into the Zoom account assigned for your class:

- 1) Join the Zoom meeting (you are entering as a student)
- 2) Accept the notice of session recording, then go to the main interface.
- 3) Open the participant panel at the bottom of the Zoom screen.
- 4) In bottom right-hand corner of the participant panel, click “**claim host.**”
- 5) Enter the **6-digit claim host code provided to you in your email from OLLI** with facilitator logins, rosters, etc.

Once you enter this code, you will become the host and can proceed as normal.

This code is included in the email on Faculty Roster and ZOOM Access that is sent to you by OLLI. Please try it out when you get your classroom link **before the term begins**; you can start it and stop it without consequence.

If you need more info, please contact OLLI at ollisv@yc.edu.