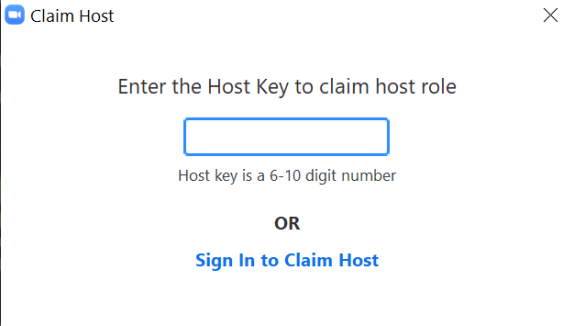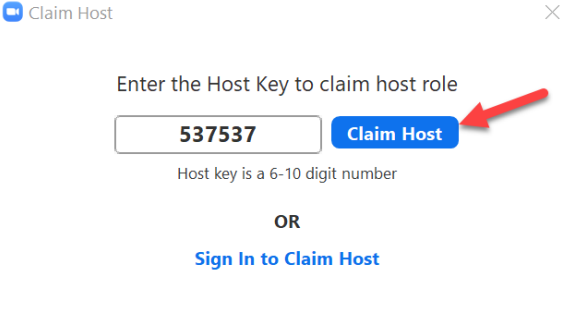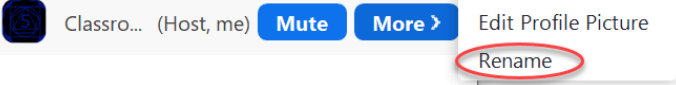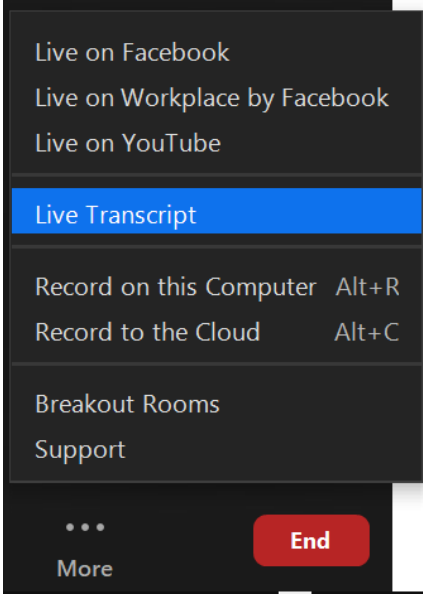# Starting your meeting with Zoom

1. Either start the meeting and claim host (see shortcut below) or login with the email and password.
2. Change your user name (Step 5 below)
3. Turn on "Live Transcript (Step 6 below)
4. When ready – start recording (Step 6 below)
5. You can also make someone a co-host (Step 8 below)

SHORTCUT: Start by Clicking on the Zoom link in your classroom		
1. When you click on the link, Zoom will open showing you as an icon with your Zoom room number. On the right, at the bottom (see red arrow), you will see a button to "Claim Host" 2. If you don't see the participants list, click on the three dots above "**More**" (see orange-yellow arrow & circle)		
3. Type in your host key: 537537		
4. Click on the "Claim Host" button at the right		

5. To change your name, after you claim host, highlight your name, select More, Rename	Classro... (Host, me) **Mute** **More ›** Edit Profile Picture Rename
6. **To turn on captions (Live Transcript)** Select the "More" option from the primary bottom toolbar (as shown in #3 above). Chose "Live Transcript" 7. **To Turn on Recording** Select the "More" option from the primary bottom toolbar and select **"Record to the Cloud"** (or use the shortcut Alt+C)	Live on Facebook Live on Workplace by Facebook Live on YouTube Live Transcript Record on this Computer Alt+R Record to the Cloud Alt+C Breakout Rooms Support • • • **End** More
**8. Make a Meeting Attendee a Co-Host**
To make a meeting attendee a co-host during a meeting, you can either click the 3 dots that appear in their user video and then click Make Co-host or hover over their name in the participants window, click the More option, and then select Make Co-host.