You can allow another to host your WebEx session by using the Host Key.

The Host Key is located in the email that you received when you scheduled the training session. You should forward this email to the person that you would like to host the session.

**Topic:** Test for Host Key  
**Host:** Susan Orciuolo  
**Date:** Thursday, October 17, 2013  
**Time:** 9:45 am, Eastern Daylight Time (New York, GMT-04:00)  
**Session Number:** 314 660 427  
**Session Password:** This session does not require a password.  
**Host Key:** 445917

### Starting a Session with the Host Key

To join the session, click the link to the session that will be located in the email you received inviting you to the session or the link may be in your Blackboard course.

Or

Go to uncw.webex.com and locate the training session you would like to join. Click **Join**.

Enter **Your name and Email address** and then click **Join Now**.

From the **Participant** menu, click on **Reclaim Host Role**.
In the Reclaim Host Role window, enter the Host Key, and then click OK. You will now be the host of the session.