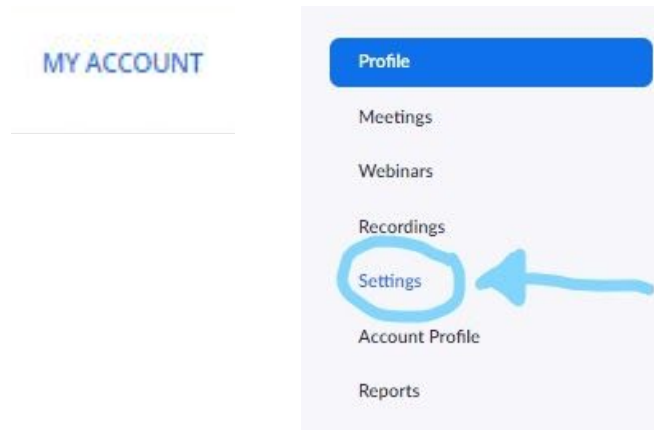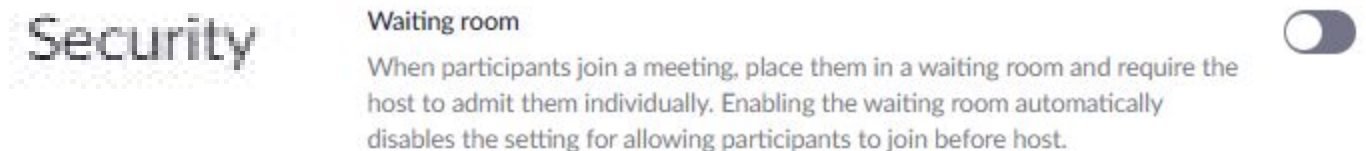<u>Zoom: Waiting Room</u>

When you schedule your meetings, you can "Enable a Waiting Room". There are two different ways you can schedule waiting rooms.

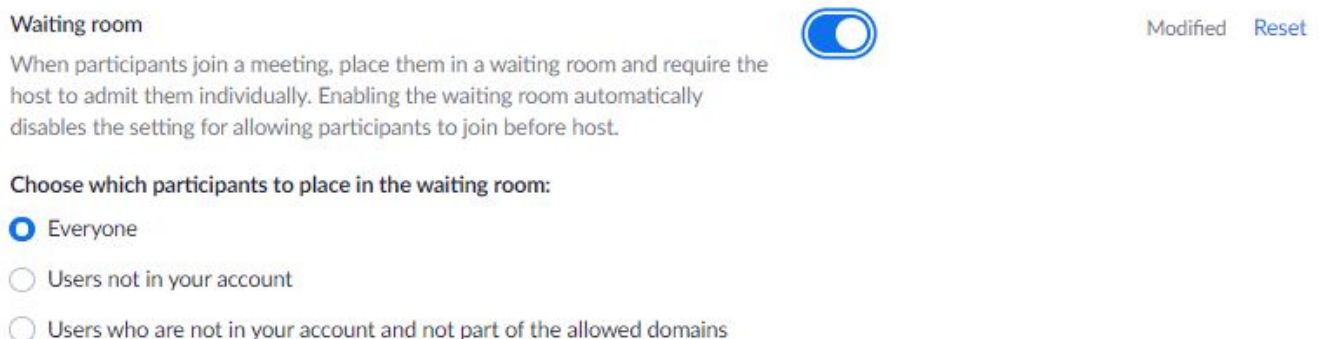**If you want a "Permanent Waiting Room"** each time you start a meeting:
1) Go to "**My Account" -> "Settings"**

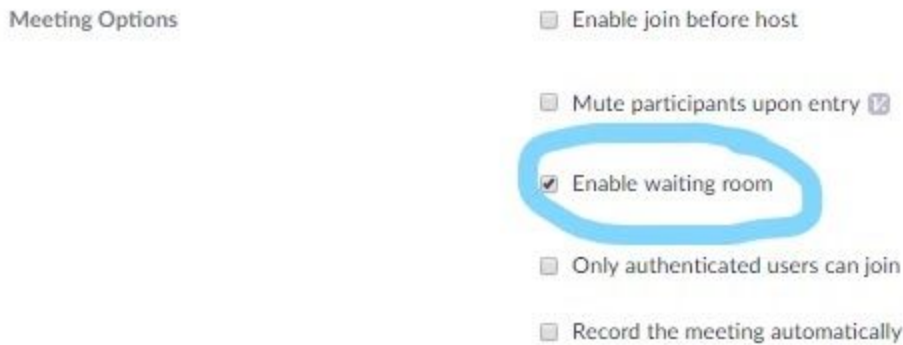2) From there, find where it says "**Security"** and find "**Waiting Room".**

3) You can turn on the waiting room via the button on the right side. It'll change to blue. *(This will automatically save)*
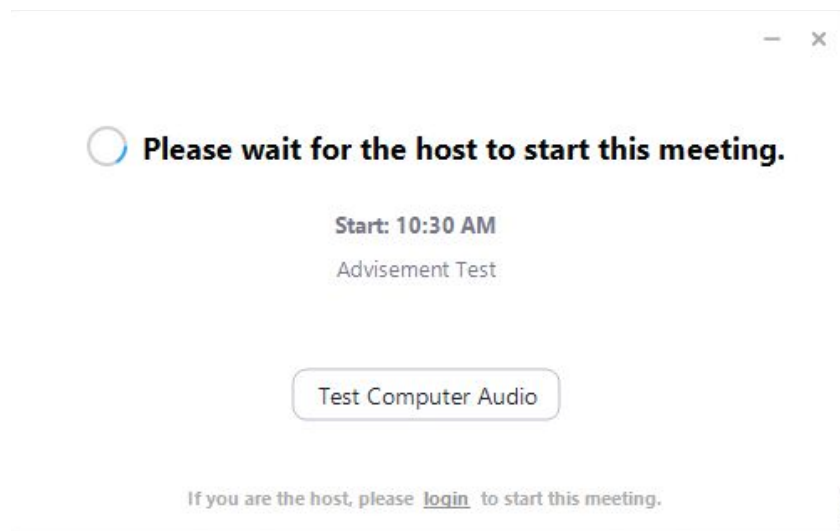
If you want a "One Time Waiting Room" for a scheduled meeting.

Schedule a meeting as normal - if you're uncertain how to do this email me.

1) At the bottom of the schedule meeting page, find "**Meeting Options**" select the checkbox "**Enable Waiting Room**". Save your meeting.

Meeting Options

☐ Enable join before host

☐ Mute participants upon entry 🔲

☑ Enable waiting room

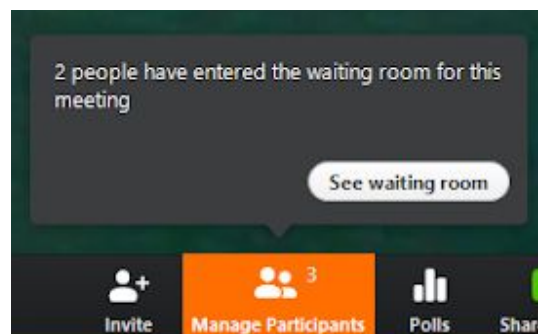☐ Only authenticated users can join

☐ Record the meeting automatically
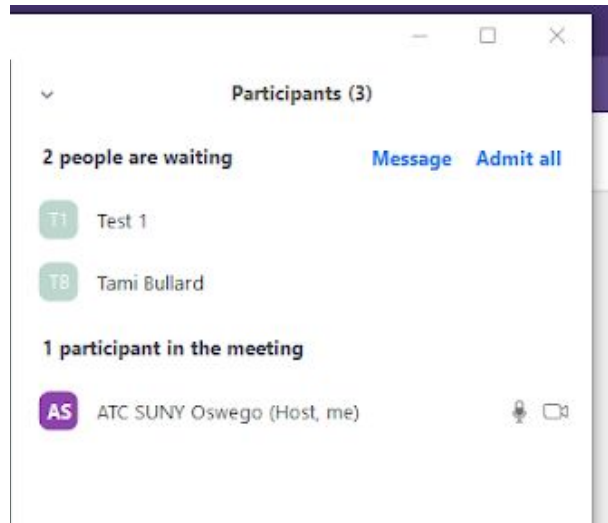
The following is what will happen once you have started your meeting:

a) When a student clicks on the link, if they're joining before you this is what they receive on their screen:

— ✕

◯ **Please wait for the host to start this meeting.**

Start: 10:30 AM

Advisement Test

[Test Computer Audio]

If you are the host, please login to start this meeting.
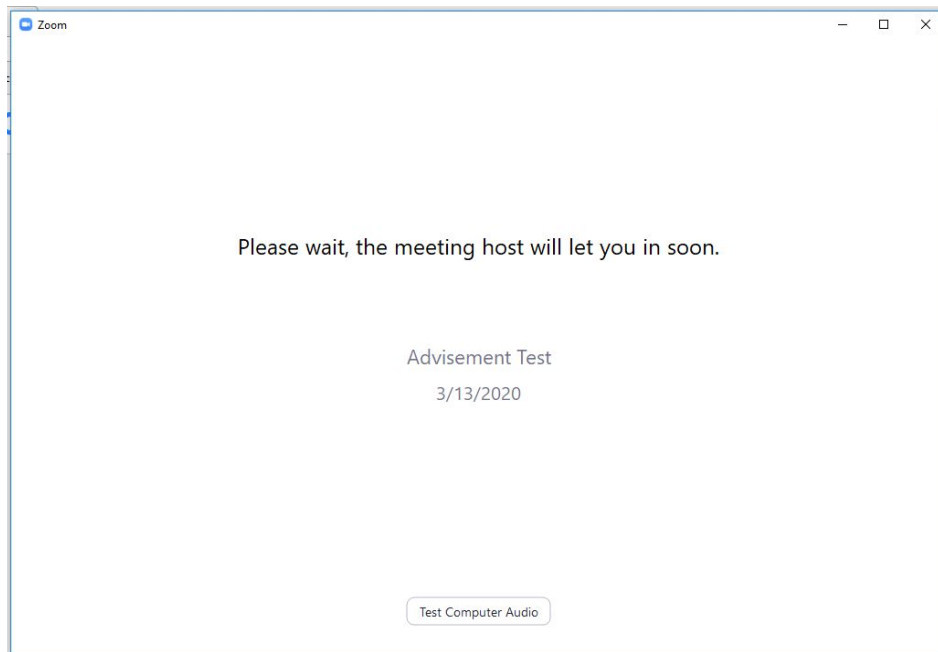
b) When you start your meeting as the host, you'll get the following notification at the bottom of the screen near "**Manage Participants"**

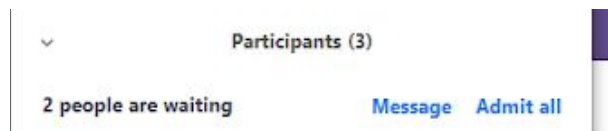2 people have entered the waiting room for this meeting

[See waiting room]

👤➕   👥 3   ▬▬
Invite   Manage Participants   Polls   Share

c) Once you click on **"See Waiting Room"** you can see who is in the meeting waiting.

Participants (3)

2 people are waiting   Message   Admit all

T1   Test 1

T8   Tami Bullard

1 participant in the meeting

AS   ATC SUNY Oswego (Host, me)

d) While this is happening the following is what is being seen on the person that's in the waiting room's screen:

Zoom

Please wait, the meeting host will let you in soon.

Advisement Test

3/13/2020

Test Computer Audio

e) When you select "Admit All" this brings everyone into the meeting

Participants (3)

2 people are waiting   Message   Admit all

f) If you just want one person, you can select "Admit" found by their name when you scroll up to their name.

g) Say you have a person in the meeting you'd like to put back in the waiting room. Select "**More**" by their name and choose "**Put in Waiting Room**"
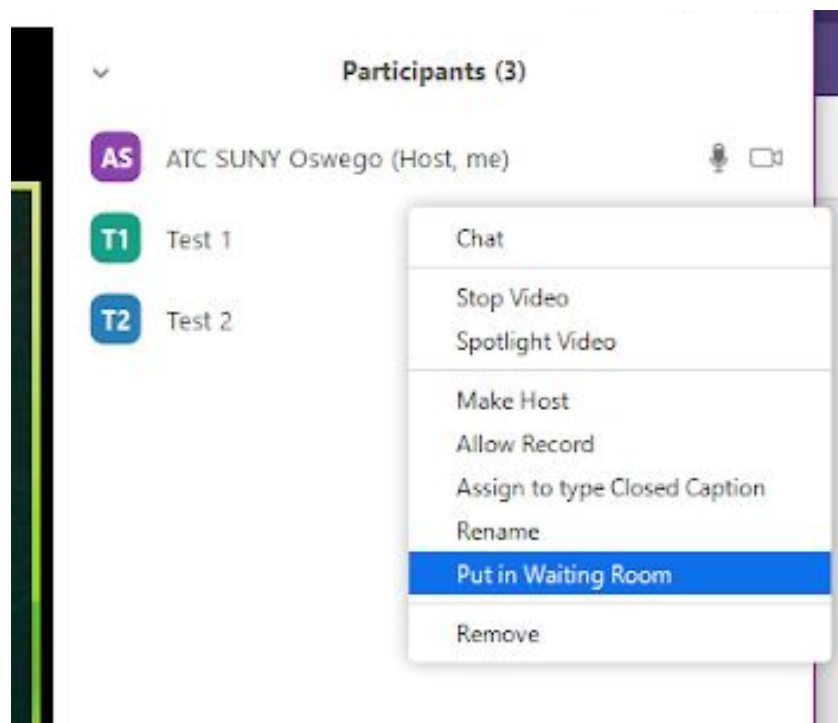
h) If you remove them, it removes them from the meeting entirely.

Hope this document helped you understand how to use the "Waiting Room feature" via Zoom.

If you have any other questions you can contact Tami Bullard at Campus Technology Services at Oswego (tami.bullard@oswego.edu).