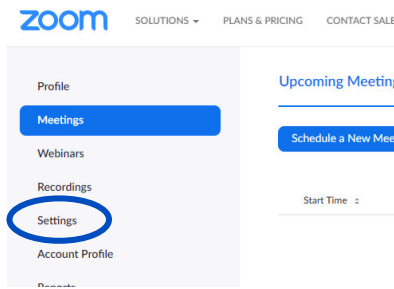


Enabling the waiting room function for instant meetings in Zoom:

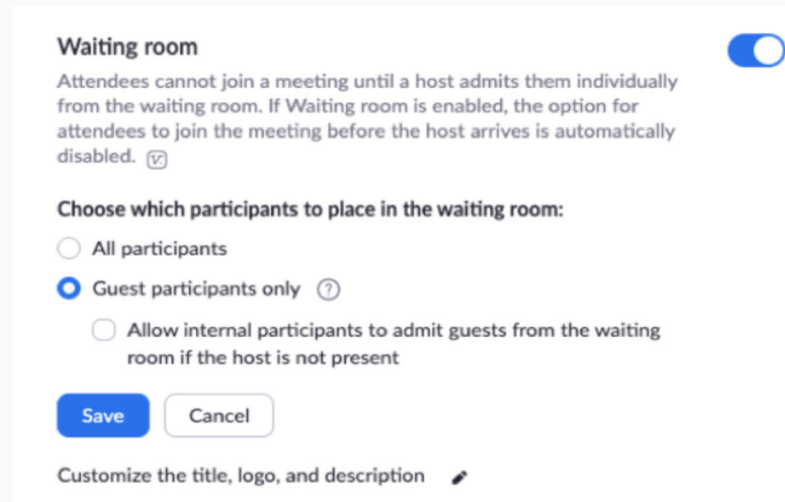
There are 2 steps to fully activate the waiting room feature to be used when starting instant meetings. You will need to log into the Zoom web portal using your web browser. Go to www.zoom.us and sign into your account. Then follow the instructions below.



User

To enable Waiting Room for your own use:

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Settings**.
3. On the **Meeting** tab, navigate to the **Waiting Room** option under In-Meeting (Advanced) and verify that the setting is enabled.

A screenshot of the Zoom 'Waiting room' settings dialog. At the top, the title is 'Waiting room' with a blue toggle switch turned on. Below the title is a descriptive paragraph: 'Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.' Below this is a section titled 'Choose which participants to place in the waiting room:' with three radio button options: 'All participants', 'Guest participants only' (which is selected), and 'Allow internal participants to admit guests from the waiting room if the host is not present'. At the bottom of the dialog are 'Save' and 'Cancel' buttons. Below the dialog, there is a link to 'Customize the title, logo, and description'.

Notes:

- If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.
 - If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.
4. Select who you want to admit to the waiting room.
 - **All participants:** All participants joining your meeting will be admitted to the waiting room.
 - **Guest participants only:** Only participants who are not on your Zoom account or are not logged in will be admitted to the waiting room. If not logged in, they will have an option to log in.
Note: If **Guest participants only** is enabled, you can also enable the option to allow internal participants (users on the account), to admit guests from the waiting room if the host is not in the meeting.

Individual meeting

Before you can enable Waiting Room for an individual meeting, you must enable it in your meeting settings.

1. Sign in to the Zoom web portal.
2. Click **Meetings**.
3. Click a meeting topic to edit it or [schedule a new meeting](#).
4. Under Meeting Options, check **Enable Waiting Room**.

Enable waiting room

5. Click **Save**.

