



BROWN CIS IT Service Center

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Using the Waiting Room in Zoom Web Conferencing

Gillian Bell - 2020-09-18 - 0 Comments - in Video and Web Conferencing

The Waiting Room feature in Zoom allows the meeting host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room and then allow the person waiting to join the meeting. Some people use this function for online interviews when they want to speak with the search committee first and then bring the interviewee into the meeting or office hours where they are meeting with one student after another.

Here's how to enable Waiting Room for your own meetings:

Log on to your Zoom account at brown.zoom.us

Navigate to the *Waiting Room* option on the *Meeting* tab and verify that the setting is enabled.

If the setting is disabled, click the Status toggle to enable it.

Waiting room

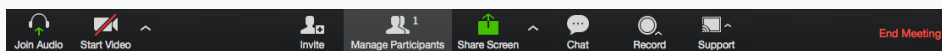
Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.



Modified [Reset](#)

Using Waiting Room

Once in meeting, the option will be enabled under *Manage Participants* under *More*



Mute All

Unmute All

More ▾

Mute Participants On Entry
Play Enter/Exit Chime

Lock Meeting
Lower All Hands

✓ Put attendee in waiting room

Once a participant joins, you will see the option to either *Admit* or *Remove* the user. Selecting *Admit* will allow them to join the meeting.



Participants (2)

1 person is waiting



Andy de Artola

Admit

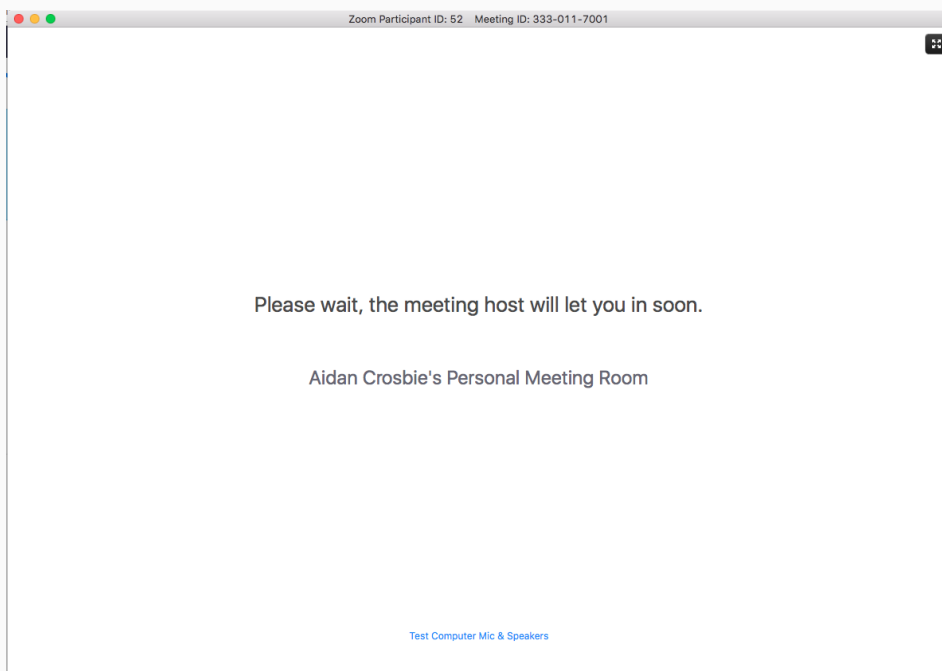
Remove

1 participant in the meeting



Aidan Crosbie (Host, me, participa...

When a participant is waiting to enter the meeting, they will see the following message:



Tags

