

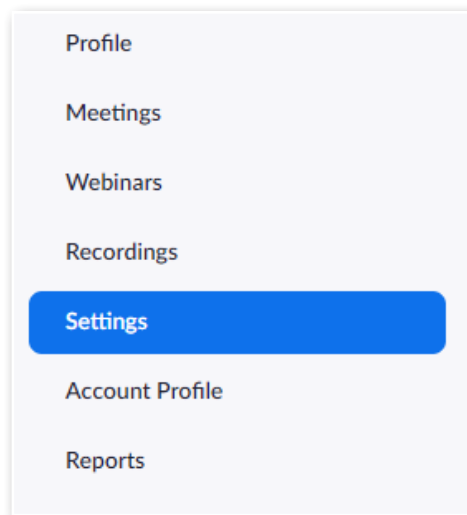


Zoom Waiting Rooms

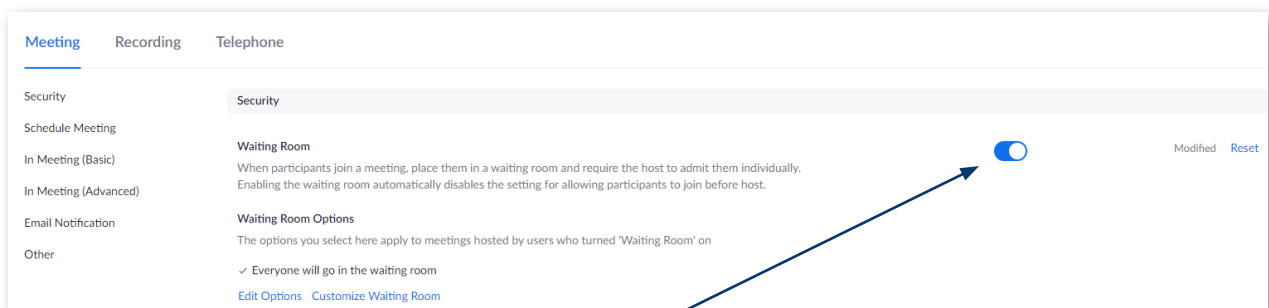
When you schedule a meeting or event in Zoom you can set up a waiting room. Not only does this act as a security mechanism – you can see who is coming into your meeting before you choose to let them in, but for larger meetings or webinars you may want to bring in certain people first – such as VIP’s or speakers. You may also want to do the virtual equivalent of keeping the doors shut at an event until rehearsals or testing is finished.

It also lets those attending know that they are in the right place.

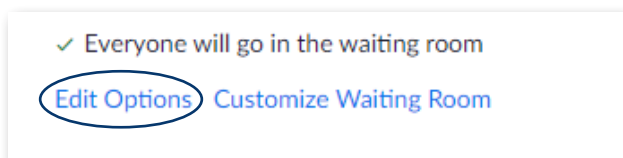
Set up the Waiting Room
Log into your Zoom account
Choose Settings on the left



With the Meeting heading activated, below Security you will notice Waiting room.



Make sure the Waiting Room slider is blue
Click the Edit Options Text



Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

Continue

Cancel

Make sure Everyone is selected and click Continue or cancel.

Click the Customize Waiting Room option

✓ Everyone will go in the waiting room

Edit Options **Customize Waiting Room**

The Customize Waiting Room Dialogue box will open

Customize Waiting Room

Meeting ID : 888-888-888

Welcome.... ✎



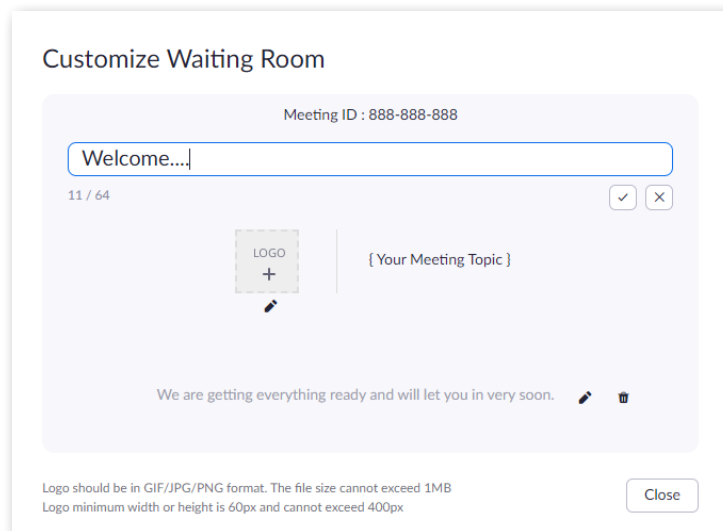
{ Your Meeting Topic }

We are getting everything ready and will let you in very soon. ✎ 🗑

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

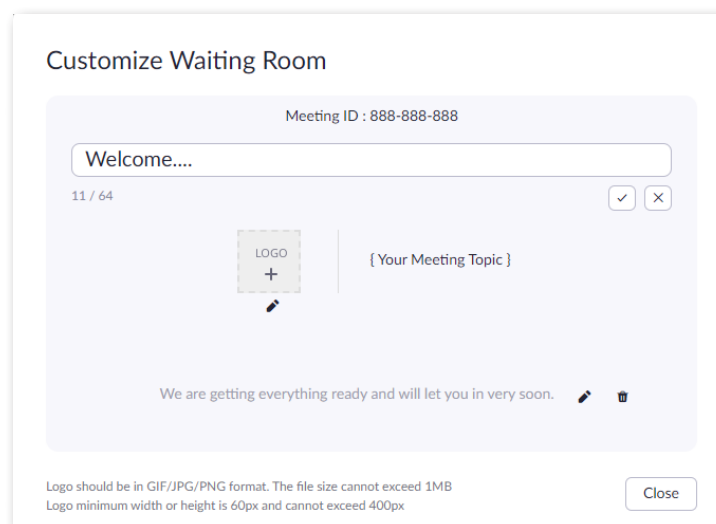
Click the pencil beside Welcome...



Change the text if desired from Welcome. This text will remain static or constant and will not change whereas the text [Your Meeting Topic] will dynamically update to display the title of your meeting or webinar, for example, New Customer Product Demonstration.

Click the ✓ when you have finished editing the text.

Click the pencil icon underneath the logo to insert a logo or image into the waiting room text.

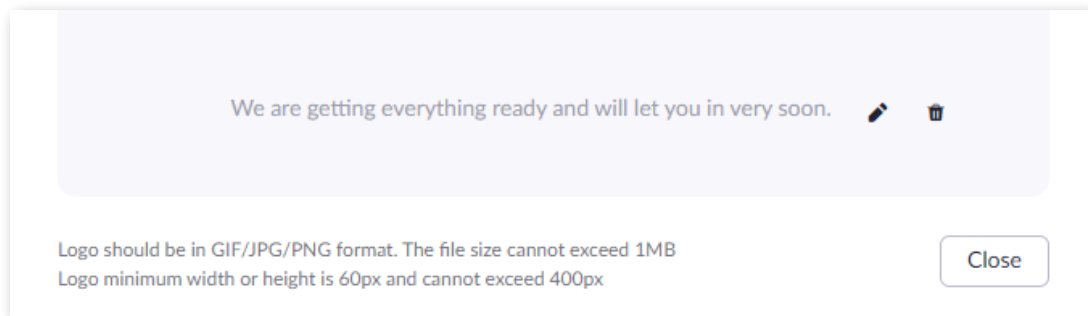


Navigate to where the image you want to use is stored.

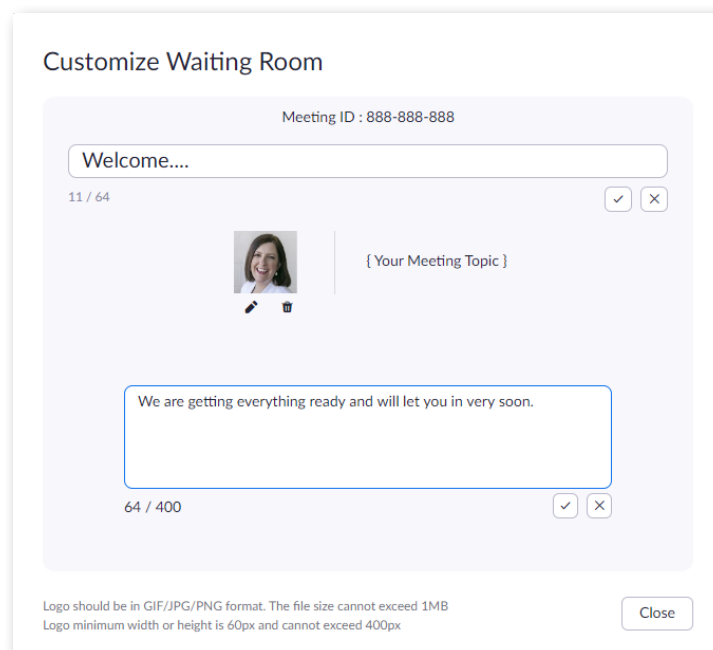
NOTE: The logo should be in GIF/JPG/PNG format. The size cannot exceed 1MB and the logo minimum width or heights is 60px (pixels) and cannot exceed 400px.

You may need to resize your logo or image so it meets Zoom's image criteria in this area. Double click on the desired image to insert it.

Click the pencil icon beside the We are getting everything ready text



Edit the text with up to 400 characters. This area should give the attendees and general message that they are in the right place and you will be letting them in soon.



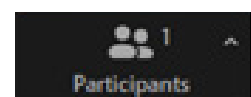
Click the ✓ when you are finished.

Click the Close button.

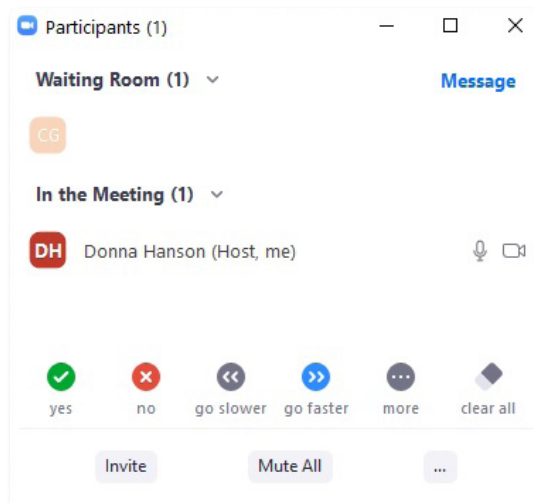
Your Waiting Room is now set up.

When you are live on your meeting or event, participants will automatically be placed in the waiting room.

To admit them into your meeting, open the participants panel by clicking the up arrow beside Participants on the Zoom toolbar.

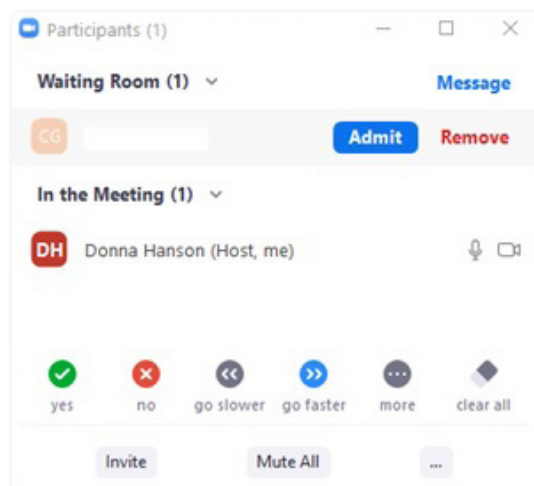


From here you will see a list of participants in your Waiting Room.



Send them a message by clicking on the message button – for example, “Welcome, we will be opening the virtual “doors” in 5 minutes.”

You can admit participants one by one, for example VIP’s or speakers to enable you to do a run through prior to opening the “virtual” doors, or select admit all. In the example below you will see Admit, but if there are multiple people in the waiting room, you can admit individually or an Admit all button will display



In the event you have someone in the waiting room that is uninvited, or you have removed them from the meeting and they are trying to get back in, you can click remove and they will be removed from your waiting room.

As participants enter (or as they leave) your meeting or webinar, you may hear a “ding” to let you know. This can be switched off by going to Settings, In Meeting (Basic) and choosing to switch off (button will be a grey colour instead of blue) the Sound notification when someone joins or leaves.

Sound notification when someone joins or leaves

