



The Waiting Room

Zoom requires a Waiting Room when you have a meeting. It's the default, please make sure the box Waiting Room checkbox is selected.

- Meeting Options
- Enable join before host
 - Mute participants upon entry
 - Enable waiting room

The Host or Co-host can choose whether to admit everyone at one time or one by one. It is suggested a Co-host monitor the waiting room to allow those participants who are 'late' to the meeting enter. The Co-host can also monitor the *Chatbox*.

This is what the Host or Co-host sees (if there is more than one person in the waiting room, you will see a list of attendees) – click on *Manage Participants* button. When someone is in the Waiting Room, you will see

The screenshot shows a Zoom interface with a notification: "Stacey has entered the waiting room for this meeting". Below the notification are two buttons: "Admit" and "See waiting room".

Below the notification, there are two panels showing participant lists:

- Participants (2)**: Shows "1 person is waiting" (Stacey Titter) and "1 participant in the meeting" (APCUG 2 Zoom (Host, me)). A "Manage Participants" button is visible.
- Participants (3)**: Shows "2 people are waiting" (Eren Yaeger (Guest) and Jack Barker (Guest)) and "1 participant in the meeting" (Helios Lab 3569 (Host, me)).

This is what participants see when they click on the meeting link. There is no music nor can they hear what is going on in the meeting.

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

Personal Meeting Room

Test Computer Audio