



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. Another 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

Stacey has entered the waiting room for this meeting

Admit See waiting room

Participants (2)

1 person is waiting

Stacey Titter

1 participant in the meeting

APCUG 2 Zoom (Host, me)

Participants (3)

2 people are waiting

Eren Yaeger (Guest) Admit Remove

Jack Barker (Guest) Admit Remove

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

You can also customize the Waiting Room screen with your own logo, title and description.

The below Zoom article covers:

- [Enabling Waiting Room](#)
 - [Account](#)
 - [Group](#)
 - [User](#)
- [Waiting Room options](#)
- [Using Waiting Room](#)
- [Customizing the Waiting Room](#)