Zoom Features: Creating a Waiting Room

Ankit Shah - 2023-12-19 - Classroom/Conference Room Technology

Zoom: Waiting Room

How to use Waiting Room

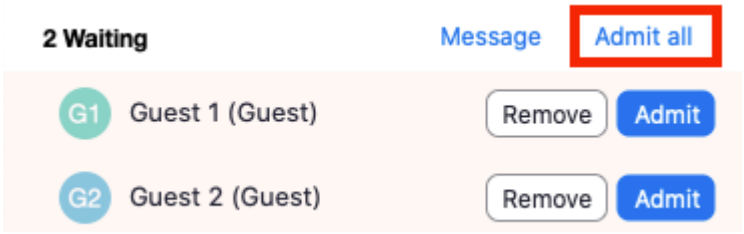
Windows | macOS

Admit a participant during a meeting

1. As the meeting host, click **Participants** .
2. In the **Waiting Room** section, click **Admit** next to a participant's name to allow them to join the meeting.

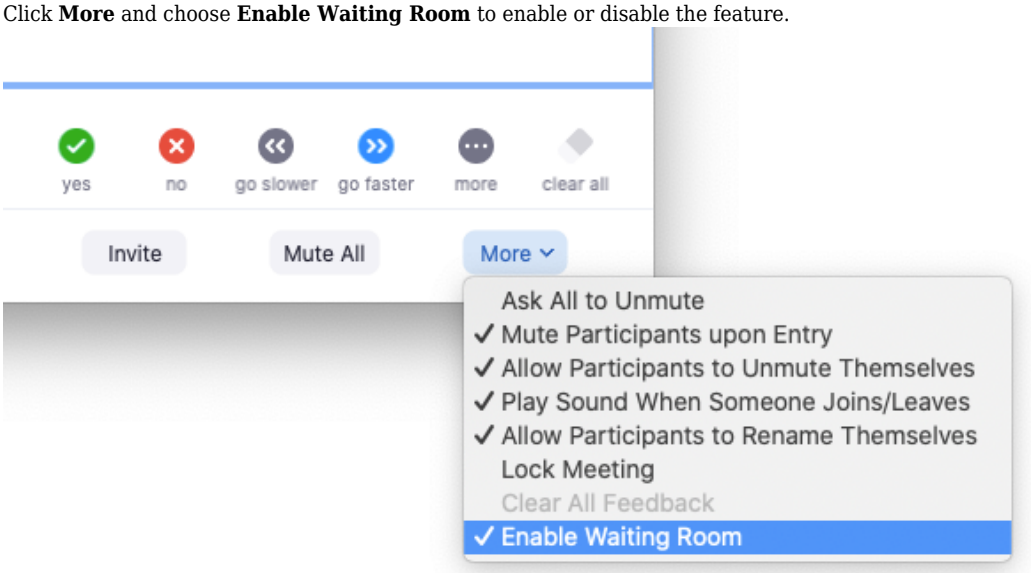
Admit all participants from the Waiting Room

1. As the meeting host, click **Participants** .
2. Click **Admit all**.



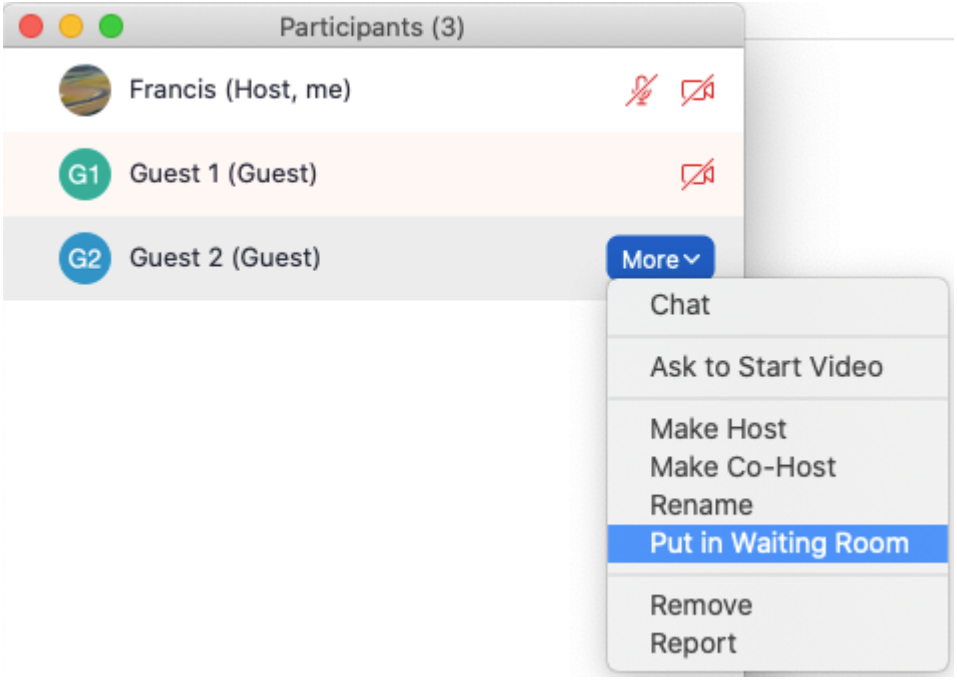
Enable or disable Waiting Room during a meeting

1. As the meeting host, click **Participants** .
2. Click **More** and choose **Enable Waiting Room** to enable or disable the feature.



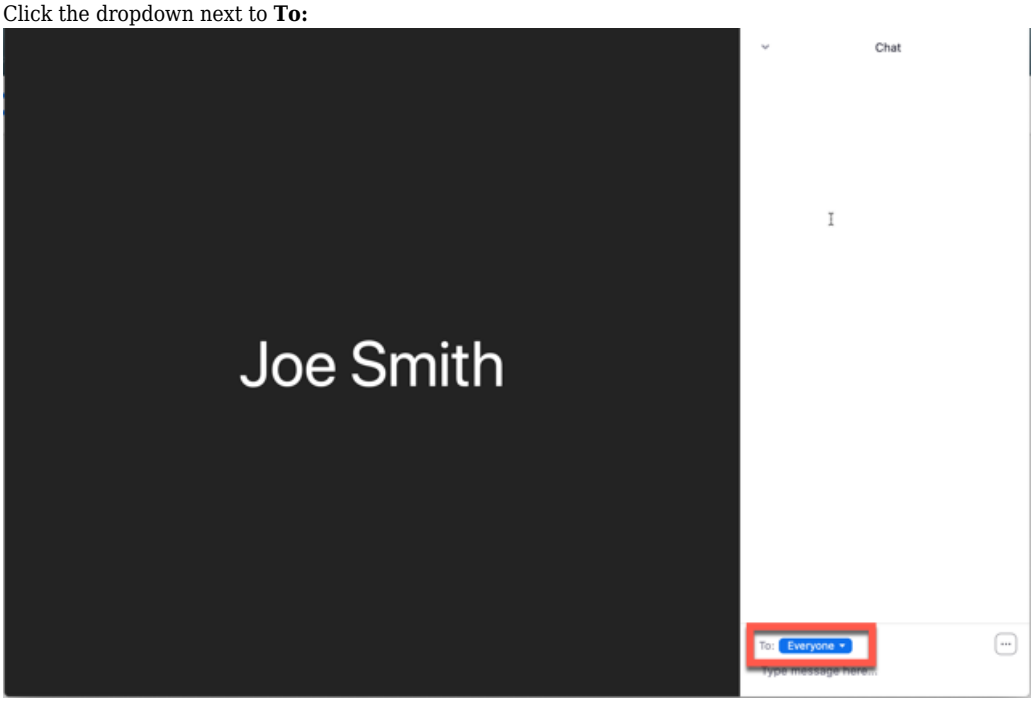
Send participants to the Waiting Room during a meeting

1. As the meeting host, click **Participants** .
2. Click **More** next to the participant's name and choose **Put in Waiting Room**.

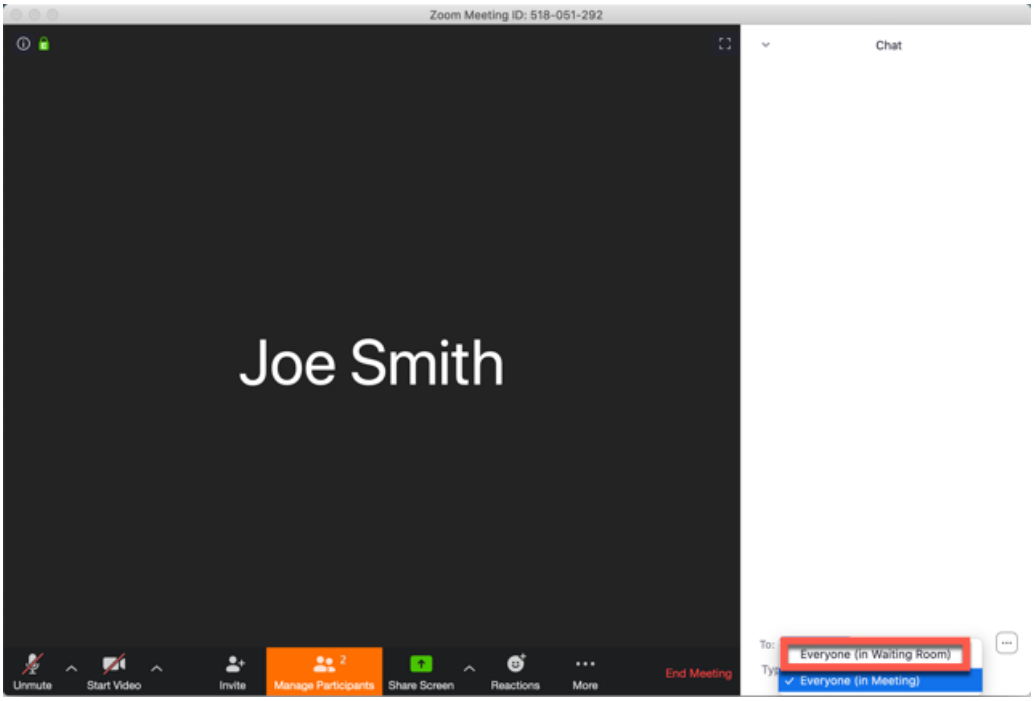


Send messages to participants in the Waiting Room

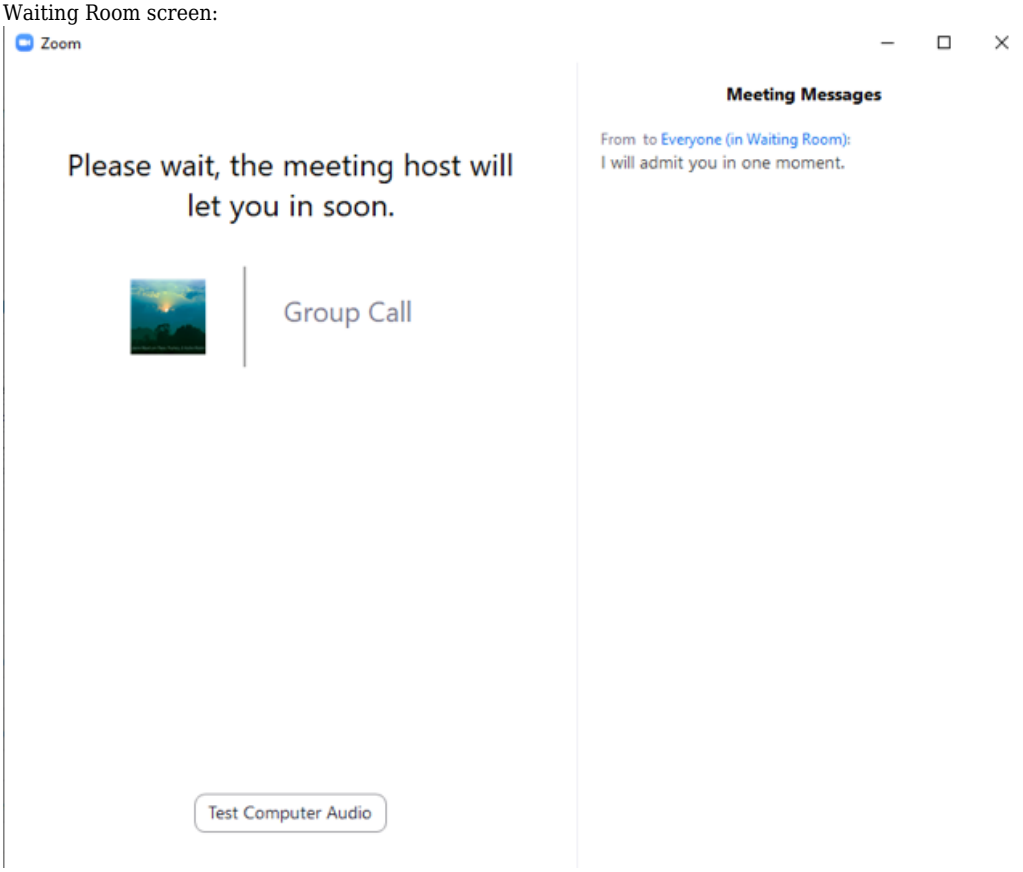
1. As the meeting host, click **Chat** .
2. Click the dropdown next to **To:**



3. Click **Everyone (in Waiting Room)**.



4. Enter and send your chat message to the Waiting Room.
   Once the message has been sent, the participants in the Waiting Room will see the message on the Waiting Room screen:



Rename participants while they are in the Waiting Room

1. As the meeting host or co-host, click **Participants** .
2. In the **Waiting Room** section, click • • • (More) next to a participant's name.
3. In the drop-down menu, click **Rename**.
4. Enter a new name, then click **Change**.
   The participant will receive a notification that the host renamed them, as well as what they have been renamed to. Participants can click **OK** or **Leave Meeting**. Clicking **OK** does not admit them.

5. ## Limitations of Waiting Room

    - If the Waiting Room is enabled and set to capture all incoming participants, join before host will not work for that meeting. You can set internal account members or participants with a specific domain to bypass the Waiting Room.
    - Webinars do not support Waiting Room. Use a webinar practice session as an alternative.
    - The Waiting Room is disabled by default for instant meetings and Zoom Phone calls elevated to a meeting. You can only enable Waiting Room for these meetings using the **Security** option in your in-meeting controls.
    - If two-way chat with Waiting Room participants is enabled, the host and all participants will be required to upgrade to the minimum version or higher to join meetings. Alternatively, participants unable to update due to IT restrictions, can join through the web client instead.

- Tags
- Hybrid
- Waiting Room
- Zoom