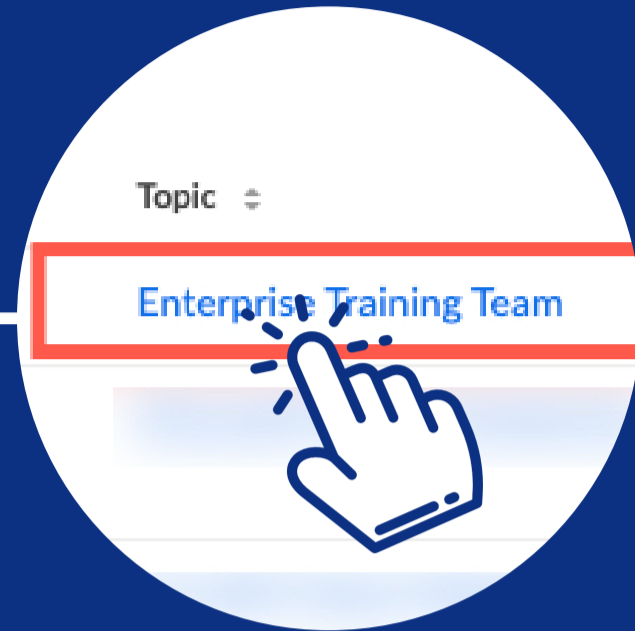


Enabling the Waiting Room for a Zoom Meeting



Sign into Zoom Web Version.
<https://memphis.zoom.us/>



Select your meeting.



From the lower right portion of window, select **Edit this Meeting**.



Select the checkbox beside **Waiting Room** to enable **Waiting Room**.



Click **Save**

You have successfully enabled the **Waiting Room** your meeting.

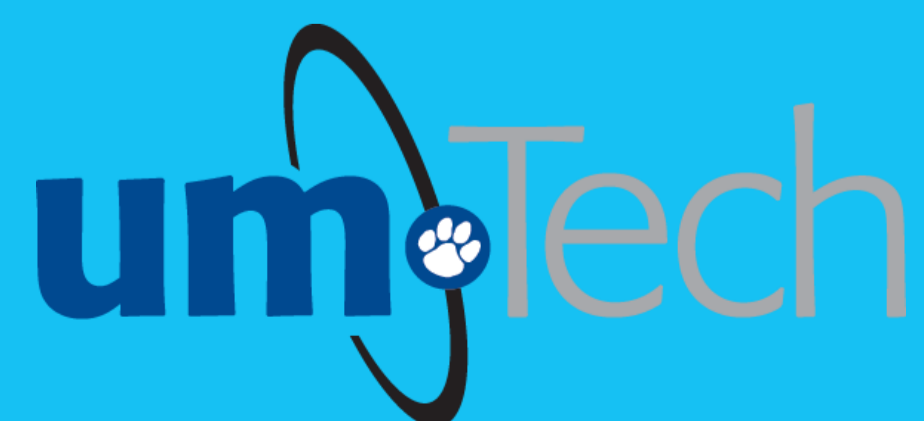
To allow people into meeting:



Find your meeting, click **Start**.



Open **Participants** window, click **Allow**



Information Technology Services