Enabling the Waiting Room for a Zoom Meeting

SIGN IN

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

Topic

Enterprise Training Team
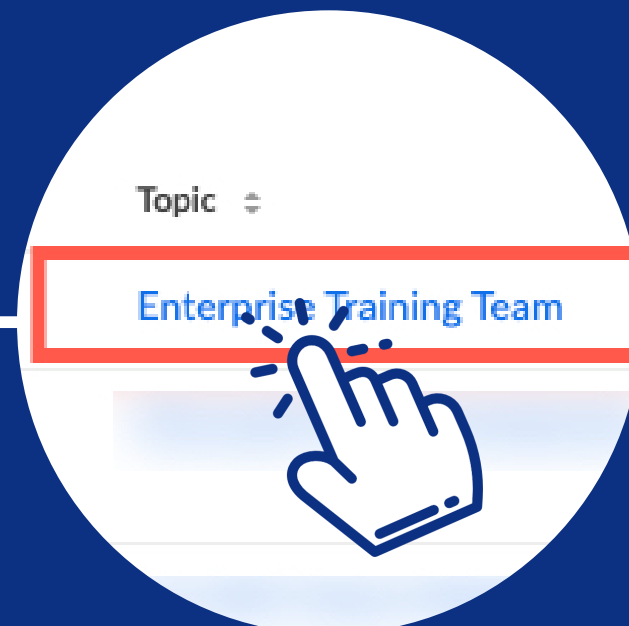
Select your meeting.

Edit this Meeting

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

☑ Waiting Room

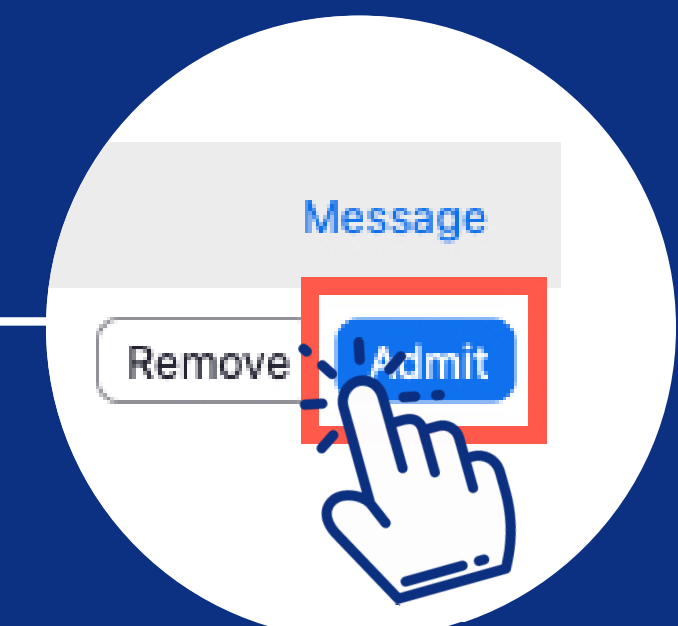Select the checkbox beside **Waiting Room** to enable **Waiting Room.**

Save

Click **Save**

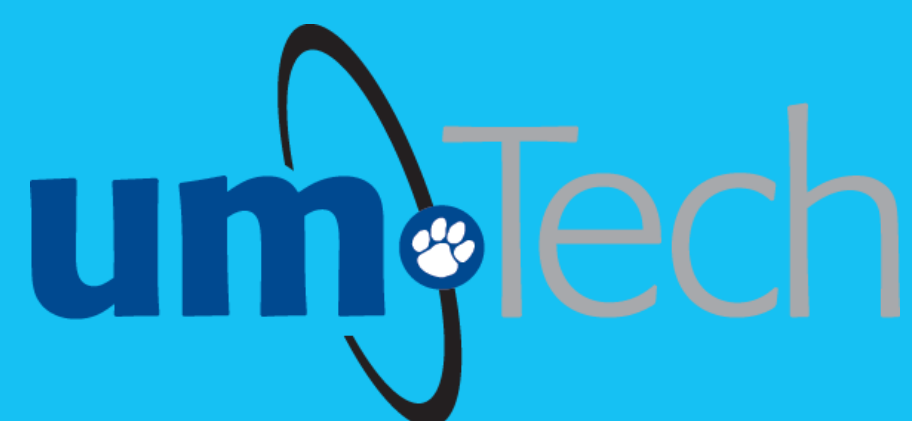You have successfully enabled the **Waiting Room** your meeting.

To allow people into meeting:

Meeting ID: 99

Start

Join from a Room

Find your meeting, click **Start**.

Message

Remove   Admit

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

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