

Guide to Waiting Room in Zoom

This is a guide to using the Waiting Room feature in Zoom. This is especially useful and important during an online exam in Zoom.

1. Enable Waiting Room

When creating the meeting make sure to enable the waiting room under **Security**

Security

Passcode

Only users who have the invite link or passcode can join the meeting

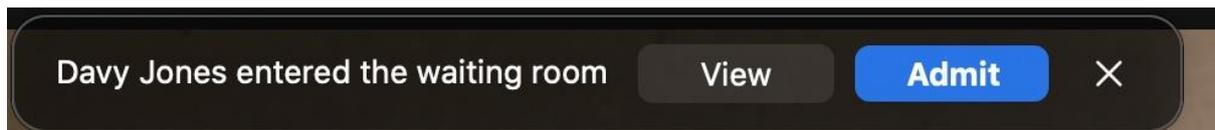
Waiting Room

Only users admitted by the host can join the meeting

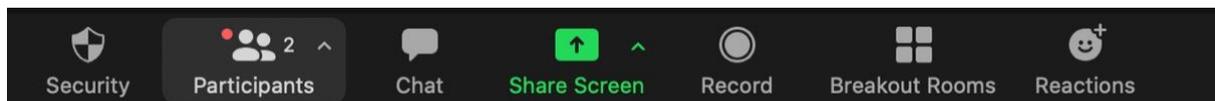
This ensures that all participants except the host begin in the waiting room until the host admits them.

2. Admit students

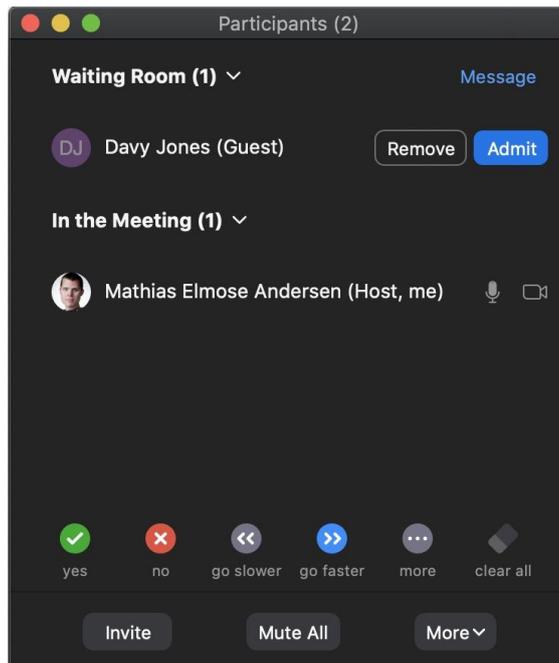
When a student enters the waiting room you will get a pop-up message in top of the window. You can click **Admit** to let the students into the meeting. Click **X** if you don't want to admit them yet.



To admit participants from the waiting room first click **Participant *** in the menu bar in the button.

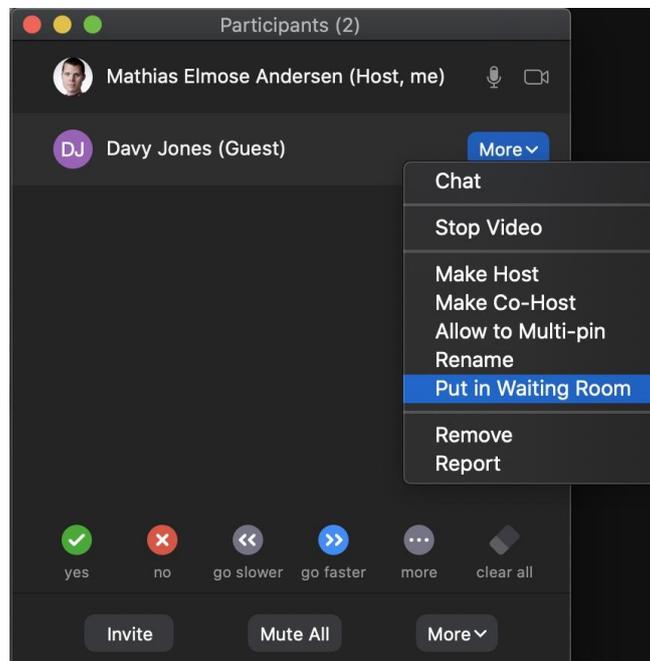


Then you will see a list of all students in the waiting room. To admit a student click **Admit**. Then they will join the meeting directly.



3. Put students back in the waiting room.

To put students back in the waiting room again go to **Participants**, find their name and click **More**. Here you will find the option to **Put in Waiting Room**. The students will be sent back to waiting room.



To admit them again to the meeting follow step 2 again.