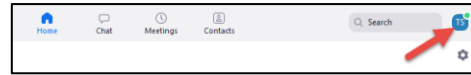


Enabling Waiting Rooms

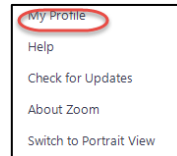
Waiting rooms are disabled by default. As such, you must first enable the feature. Once enabled, you will be able to admit and remove invitees from your meetings. You can enable waiting rooms for a single use or for all meetings. These instructions will cover enabling waiting rooms for all meetings.

1. Click your initials or profile picture on the menu bar

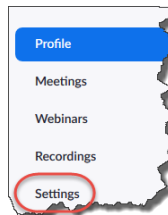


2. From the menu, click My Profile

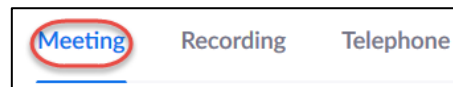
Your profile will open in your default web browser.



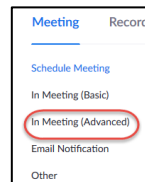
3. In the left pane, click Settings



4. In the center pane, click Meeting



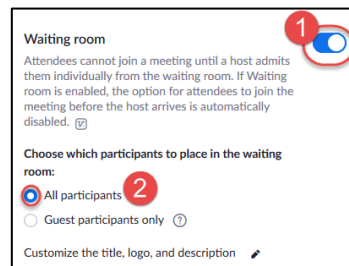
5. In the center pane, click In Meeting Advanced



6. In the Meeting Advanced section,

- Scroll down to Waiting Room
- Click the Waiting Room button to turn it on
- Click the All participants.

Your attendees cannot join your meeting until you admit them from the waiting room.



7. After enabling the waiting room, you will see a message indicating that your changes were updated.

