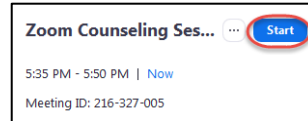


ADMITTING ATTENDEES TO A ZOOM MEETING

When waiting rooms are enabled, your attendees cannot join your meeting until you admit them from the waiting room. These instructions will guide you in admitting your attendees.

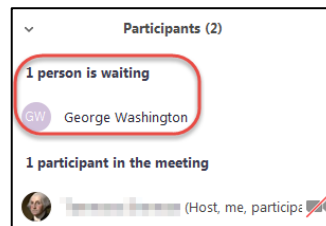
1. Start your meeting



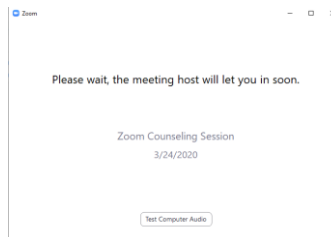
2. From the meeting controls, click Manage Participants



3. In the Participants pane (right-hand side), you will see the attendees who are in the waiting room.

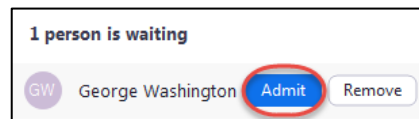


4. Until the attendees are admitted, they will see a message stating that the meeting host will let them in soon.

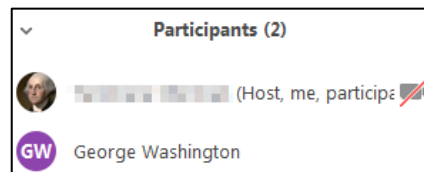


5. To admit an attendee,

- Click the attendee's name
- Click Admit



6. The attendee is added to the meeting.



For more information, please visit [CSUB Zoom](#)