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.