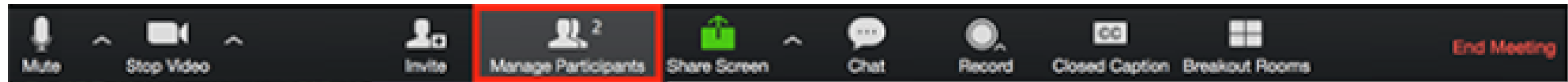# Using Waiting Room in Zoom Meetings
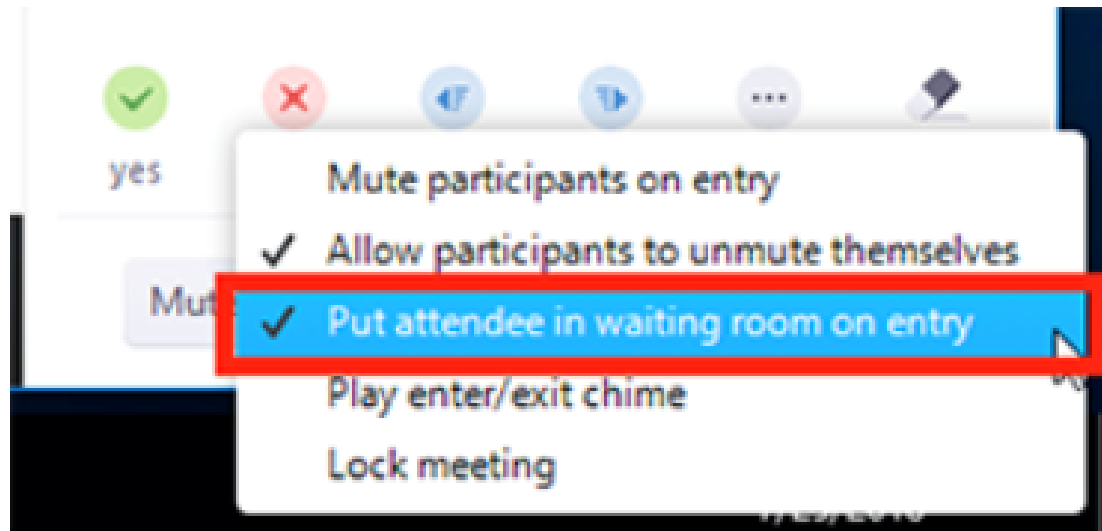
Everything you need to keep your video meetings safe and secure.

Enabling or disabling Waiting Room during a meeting

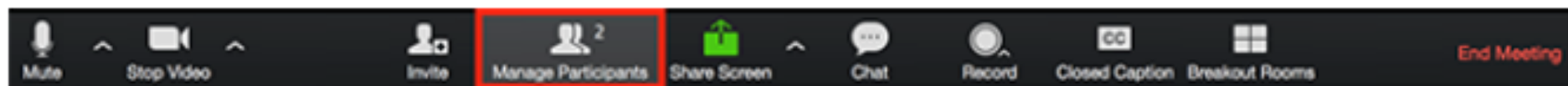1. As the meeting host, click **Manage Participants**.

2. Click **More** at the bottom of the participants' window and choose **Put Attendee in Waiting Room on Entry** to enable or disable the feature.
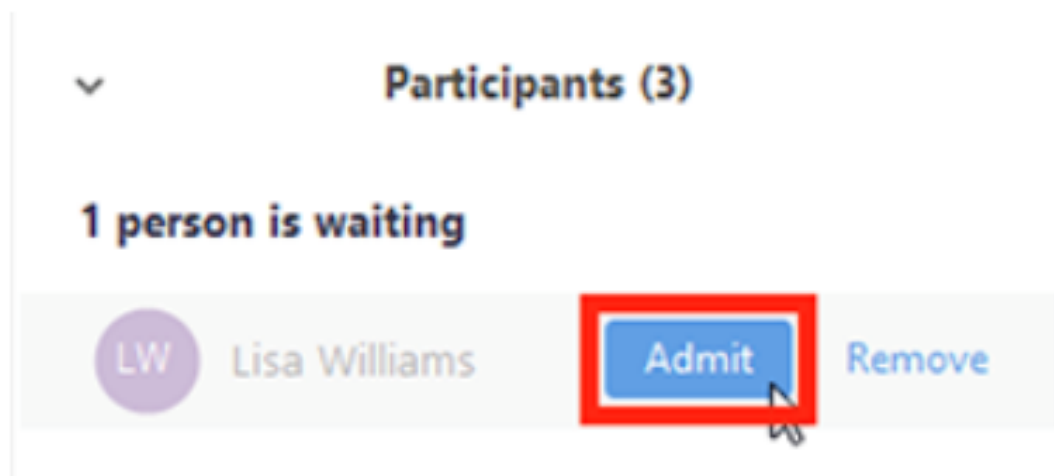
Admitting participants during a meeting

1. As the meeting host, click **Manage Participants**.

| Mute | Stop Video | | Invite | Manage Participants 2 | Share Screen | Chat | Record | Closed Caption | Breakout Rooms | End Meeting |

2. Click **Admit** to have the participant join the meeting.

Participants (3)

1 person is waiting

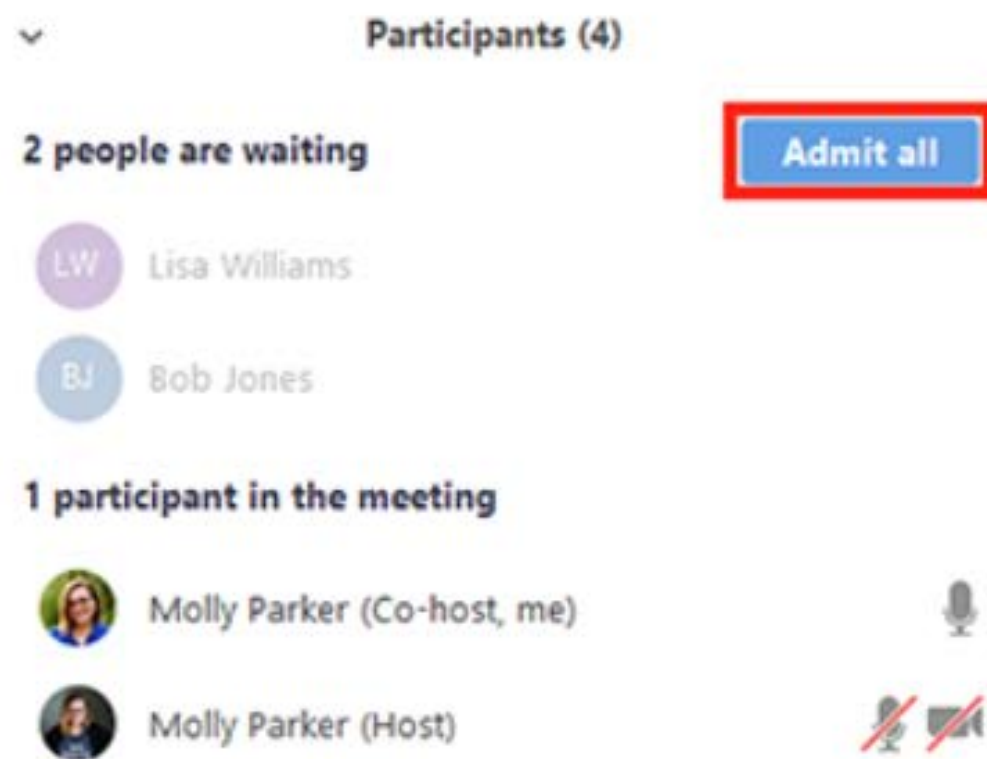LW Lisa Williams   Admit   Remove

Admit all participants from the Waiting Room

1. As the meeting host, click **Manage Participants**.
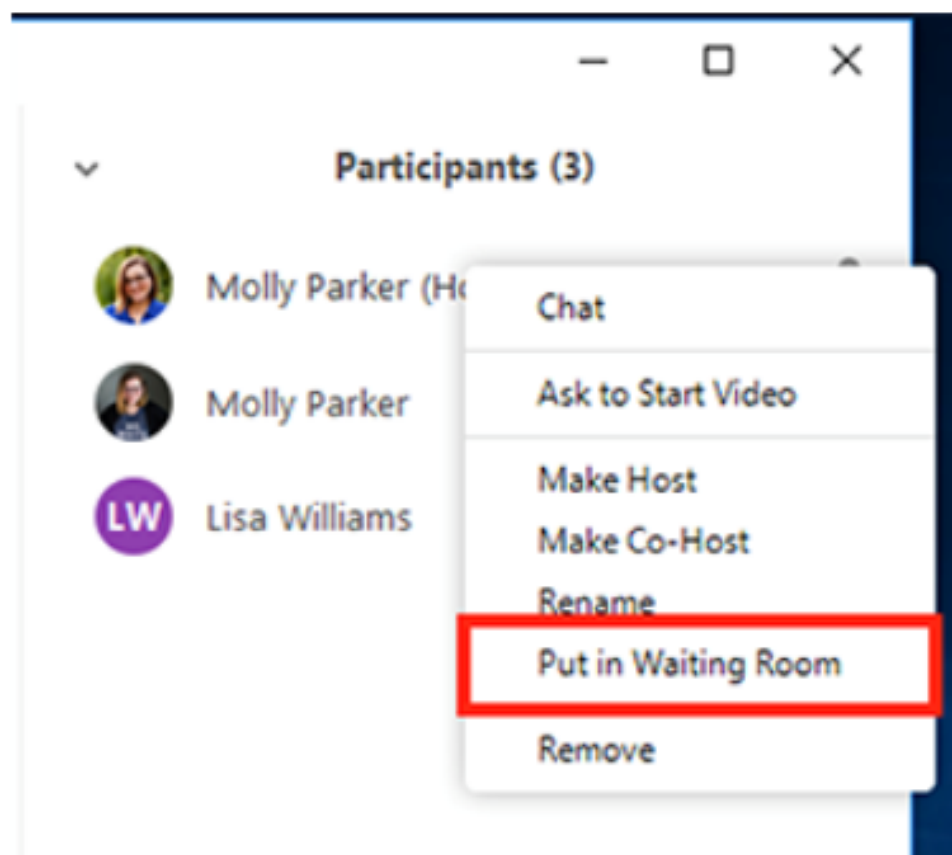

2. Click **Admit all**.

Sending participants to the Waiting Room during a meeting

1. As the meeting host, click **Manage Participants**.

2. Click **More** next to the participant's name and choose **Put in Waiting Room**.
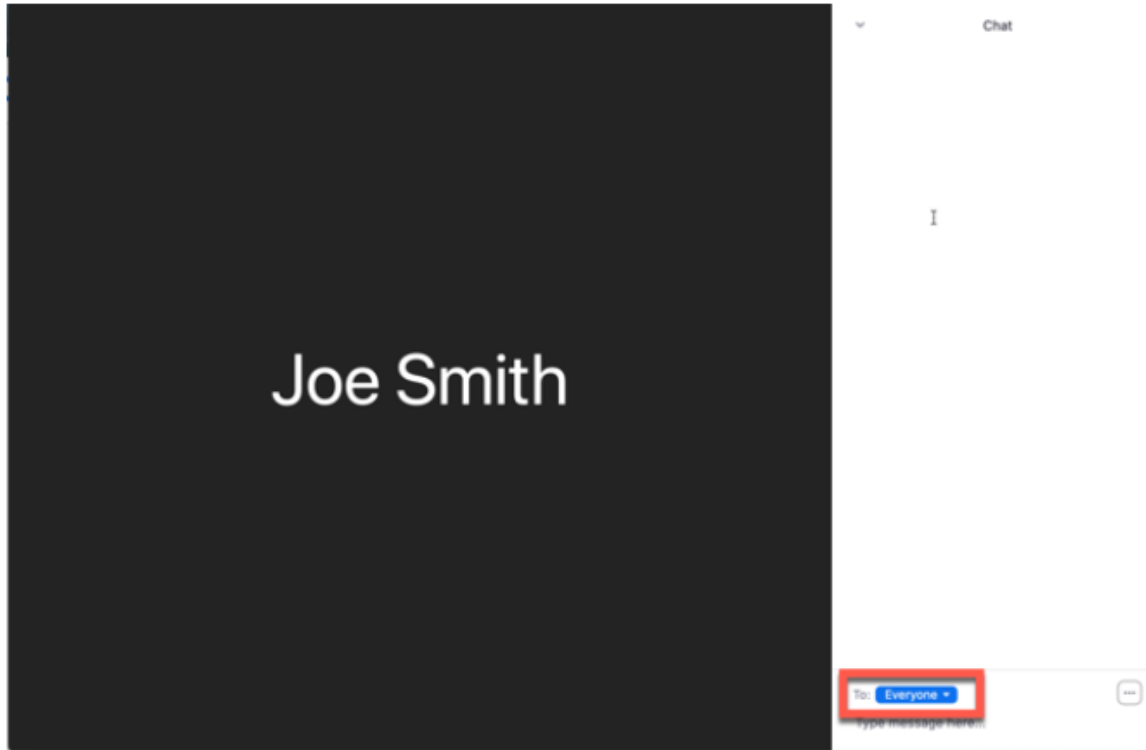
Sending messages to participants in the Waiting Room

1. As the meeting host, click **Chat**.

2. Click the dropdown next to **To:**

3. Click **Everyone (in Waiting Room)**.
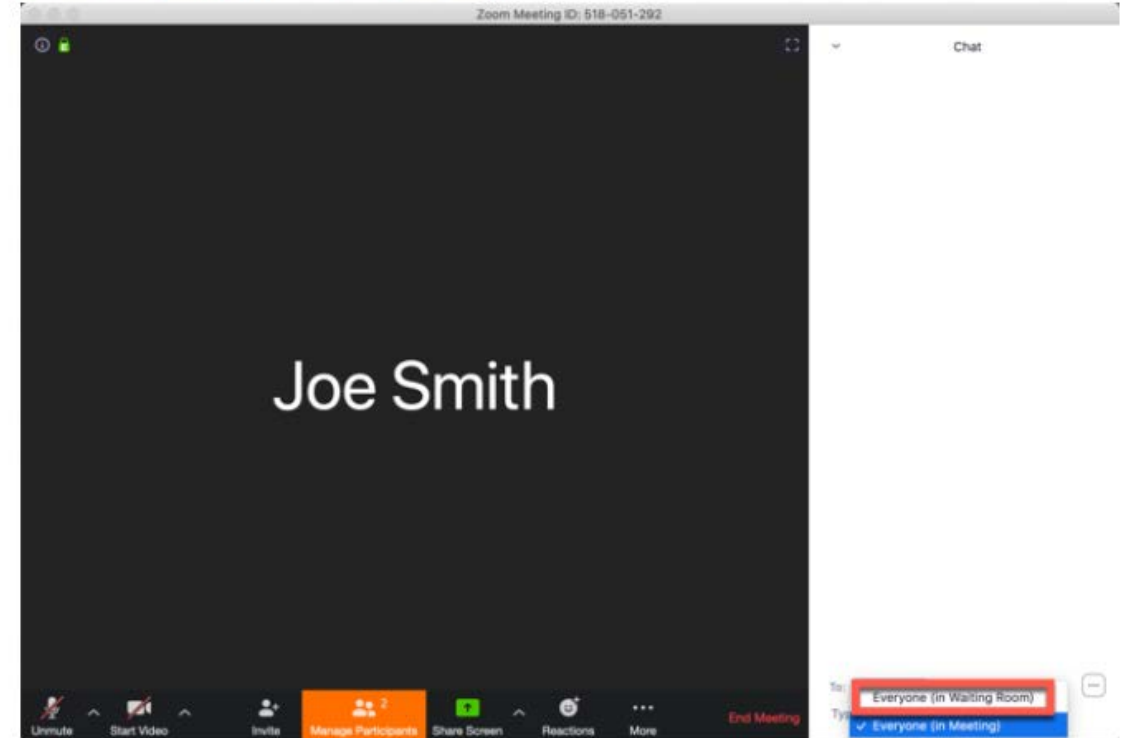
4. Type and send your chat message to the waiting room.

Once the message has been sent, the participants in the Waiting Room will see the message on the Waiting Room screen:

Zoom   —   □   ✕

Meeting Messages

Please wait, the meeting host will let you in soon.

From to Everyone (in Waiting Room):
I will admit you in one moment.

Group Call

Customizing the Waiting Room

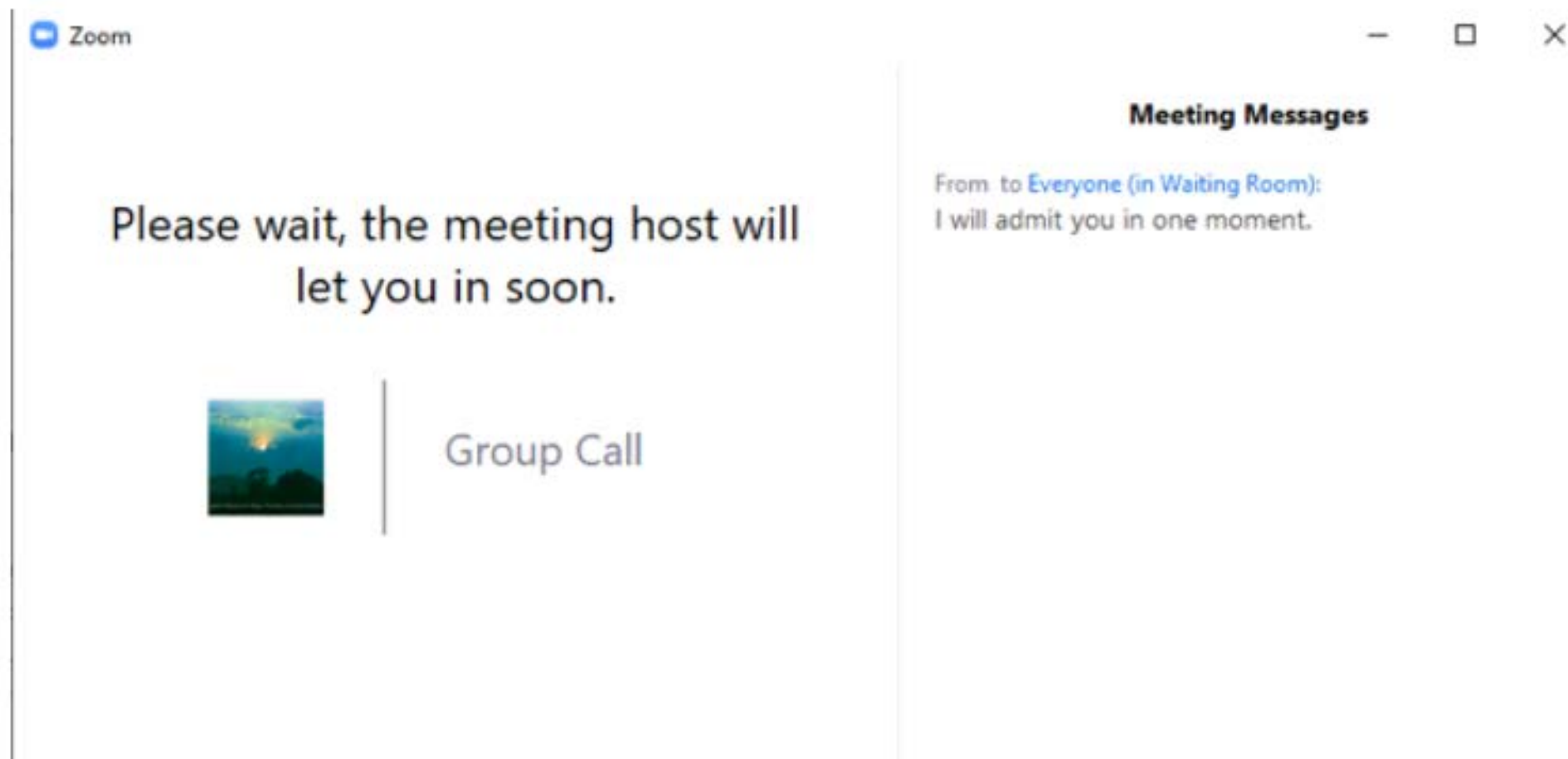You can customize the waiting room title, logo, and description at an account, group, or user level.

Note: You will need to enable waiting room before you have the option to customize it.

1. After enabling waiting room, navigate to the **Waiting Room** option under **In Meeting(Advanced)**.

2. Click the pencil icon below the Waiting Room option.
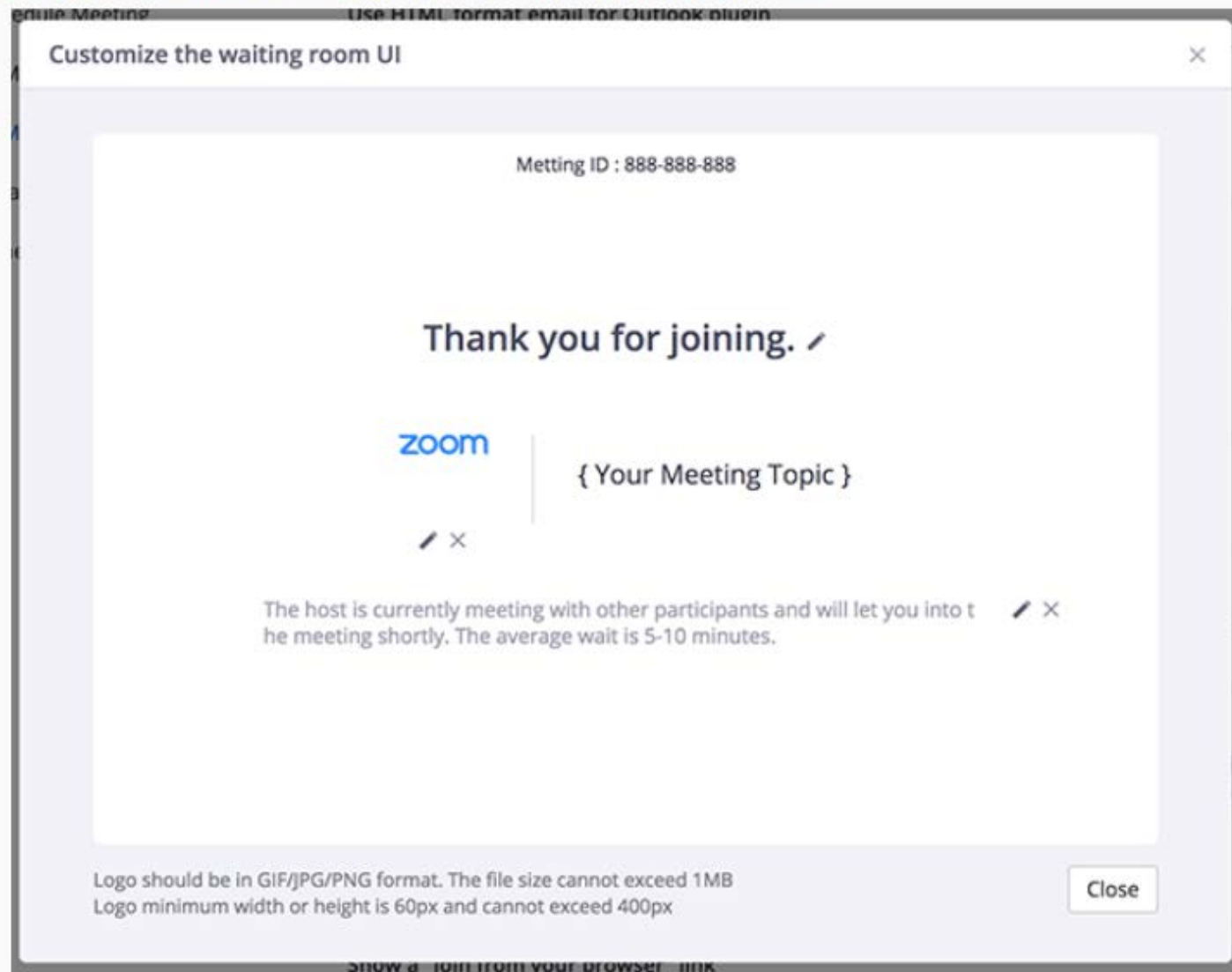
Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled.

Customize the title, logo, and description

This will open the waiting room customization options.

Customize the waiting room UI   ✕

Metting ID : 888-888-888

Thank you for joining. ✎

zoom | { Your Meeting Topic }

✎ ✕

The host is currently meeting with other participants and will let you into t   ✎ ✕
he meeting shortly. The average wait is 5-10 minutes.

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

- **Title**: Click the pencil next to **Please wait, the meeting host will let you in soon**. to update the meeting title. Click ✓ when you are done.

  Note: Titles are limited to 64 characters.

- **Logo**: To upload a logo, click the pencil icon.

  Note: Logos can be in GIF, JPG or PNG format. They cannot exceed 1MB. The minimum height and width is 60px and the maximum is 400px.

- **Description**: Click **Add waiting room description** to add a description to the waiting room. Click ✓ when you are done.

  Note: The description is limited to 400 characters.

3. Click **Close** when you are done.

4. Participants will see your custom waiting room branding when they join the meeting.