

Enabling Waiting Rooms in Zoom

Waiting Rooms

When Waiting Rooms are enabled in Zoom participants are initially held in a waiting room. The host of the meeting will be informed that the participant is waiting and can choose to whether to admit them into the meeting or not.

Academics may like to turn on the waiting room feature to ensure only registered student are admitted into online lectures.

Log into your Zoom Web Portal

1. Open a web browser and navigate to <https://port-ac-uk.zoom.us/> and click **Sign in**.

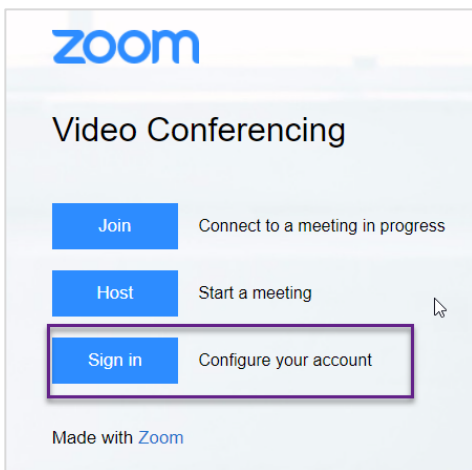


Figure 1: Zoom Web Portal

2. The following screen will appear, enter your University username and password. Click on the **Sign in** button.

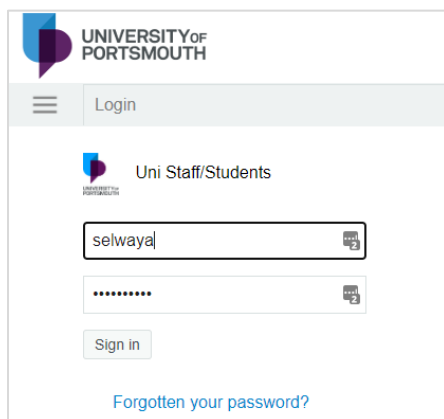


Figure 2: Single Sign On

3. The Zoom Web Portal will open. The Web Portal allows you to set default settings which will be applied to all the meetings you schedule. Click on **Settings**.

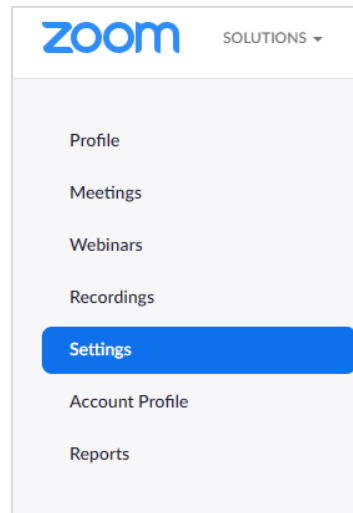


Figure 3: Settings

4. Select **Security** from the sub-categories that appear.

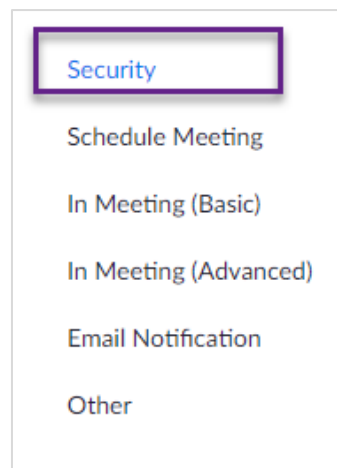


Figure 4: Security Category

5. Scroll down the settings until you find the Waiting Room Option. If you toggle this on a waiting room will be created for every meeting you hold. **Please note you can turn the waiting room functionality on when you schedule individual meetings (see next section).**

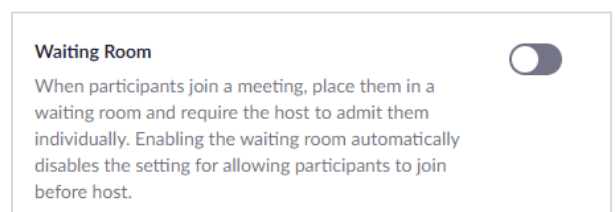


Figure 5: Waiting Room

6. Waiting Room Options contain additional functionality. Click on **Edit Options**.

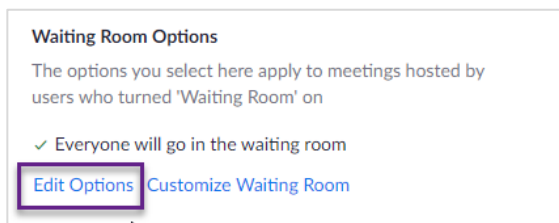


Figure 6: Edit Captions

7. The following dialogue box will appear.

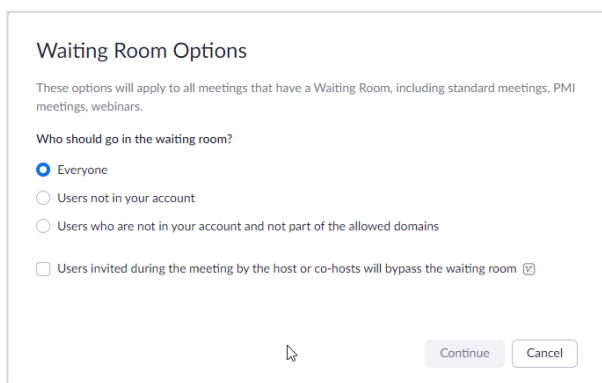


Figure 7:Waiting Room Options

- **Everyone:** Everyone invited will be placed in the waiting room.
- **Users not in your account:** Users who do not join the meeting with a @port.ac.uk or @myport.ac.uk email address will be placed in the waiting room.
- **Users who are not in your account and not part of the allowed domains.** If selected a dialogue box will appear where you can type in domains that you are allowing to bypass the waiting room.

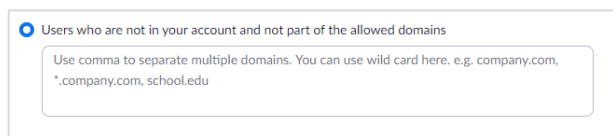


Figure 8: Safe Domains

- **Users invited during the meeting by the host or co-hosts will bypass the waiting room** and join the meeting straight away.
8. The options you select for Waiting Rooms in the Web Portal will be the default settings that are applied when you schedule a meeting with the Waiting Room functionality turned on.

Scheduling a Meeting with a Waiting Room

1. There are many ways to schedule a meeting in Zoom:
 - Through the Zoom Web Portal
 - Through the Zoom Desktop Client
 - Through Moodle
2. Each method will have an option to enable the Waiting Room when you create the event.
3. If the Waiting Room is enabled the Waiting Room options you set up in the Zoom Web Portal will be applied to the meeting.

Admitting attendees from the Waiting Room

1. During a meeting, the host will be notified of anyone joining the Waiting Room.

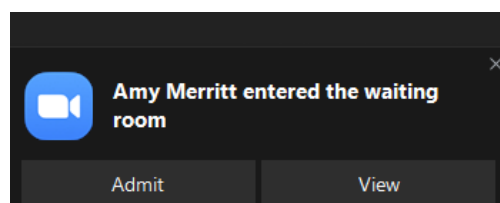


Figure 9: Alert informing the host a user is in the Waiting Room

2. Click on **Admit** if you are happy for the attendee to join or click on **View** to open the Participant View.
3. The Participant View will open with options to either Admit or Remove users in the waiting room.

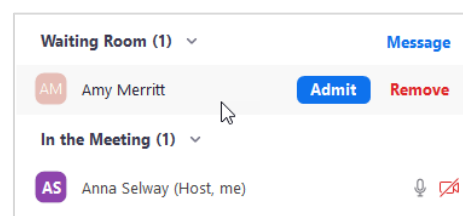


Figure 10: Participant View

4. If you have multiple attendees waiting that you want to admit click on **Admit All**.



Figure 11: Admit All