The waiting room setting must be changed through the online portal. Use your browser to go to <u>https://zoom.us/signin</u> and sign in with your normal account information.

		REQUEST A DEMO 1.888.799.9666 RESOURCES	5 - Support
SOLUTIONS - PLANS & PRICING	CONTACT SALES	JOIN A MEETING HOST A MEETING + SIGN IN SIGN U	P, IT'S FREE
	Sign In		
	Email address		
	derek.henderson@arcourts.gov	I	
	Password		
	Sign In		
	Forgot password?	y signed in	
	or		
	G Sign in with Google		
	f Sign in with Facebook		() Hel

Page 1 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.

Go to "Settings" on the menu on the left side of the screen. Go to "Meeting" settings and click "In Meeting (Advanced)."

Apps 🥹 CHEETAH [™] Login 🔮 Lexis	s Advance® - S 🐖 Westlaw Sign In T 🧗 EA	ISE Login 🚱 📭 Supreme Court's C 👷 CACBenchBook-FIN 🙆 February 2020 Bar E	Arkansas Judiciary	(186) How To Zoom	in.
			REQUEST A DEMO	1.888.799.0125 RESO	JRCES 🗸 SUPPO
	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	SIGN O
Profile	Meeting Recording	Telephone			
Meetings	Schedule Meeting	Calendric Manifes			
Webinars	In Meeting (Basic)	Schedule Meeting			
Recordings	In Machine (Adversed)	Host video			
Settings	Email Notification	Start meetings with host video on			
Account Profile	Other	Participants video			
Reports		Start meetings with participant video on. Participants can change this during the meeting.			
		Audio Type			
Attend for Telefor		Determine how participants can join the audio portion of the meeting. When			
Attend Live training		or use a telephone. You can also limit them to just one of those audio types. If you			
Video Tutorials		nave are party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.			
Knowledge Base		O Telephone and Computer Audio			
		◯ Telephone			
) for cache		Computer Audio			

Page 2 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy.

Scroll down until you get to the "Waiting Room" option. Turn on waiting room (toggle will turn blue). Choose "All participants." These settings will save automatically.



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When you are actually running a meeting, a box will appear when a participant enters the waiting room. The participant will not see or hear you or other participants until you let them in.



Page 4 of 7 Please contact me with questions or for additional assistance. <u>derek.henderson@arcourts.gov</u> 501-682-6803 or 910-389-1362 if phones are busy. If you need to put anyone back in the waiting room during the meeting, go to "Manage Participants."



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When you click "Manage Participants," it will bring up a bar on the right side with all participants. Note at the bottom that you can "Mute All," or you can mute individuals. Choose "More" to see waiting room options.



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Choose "Put in Waiting Room." This participant will no longer see or hear any participants.



To let the participant back into the meeting, just click "Admit."



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