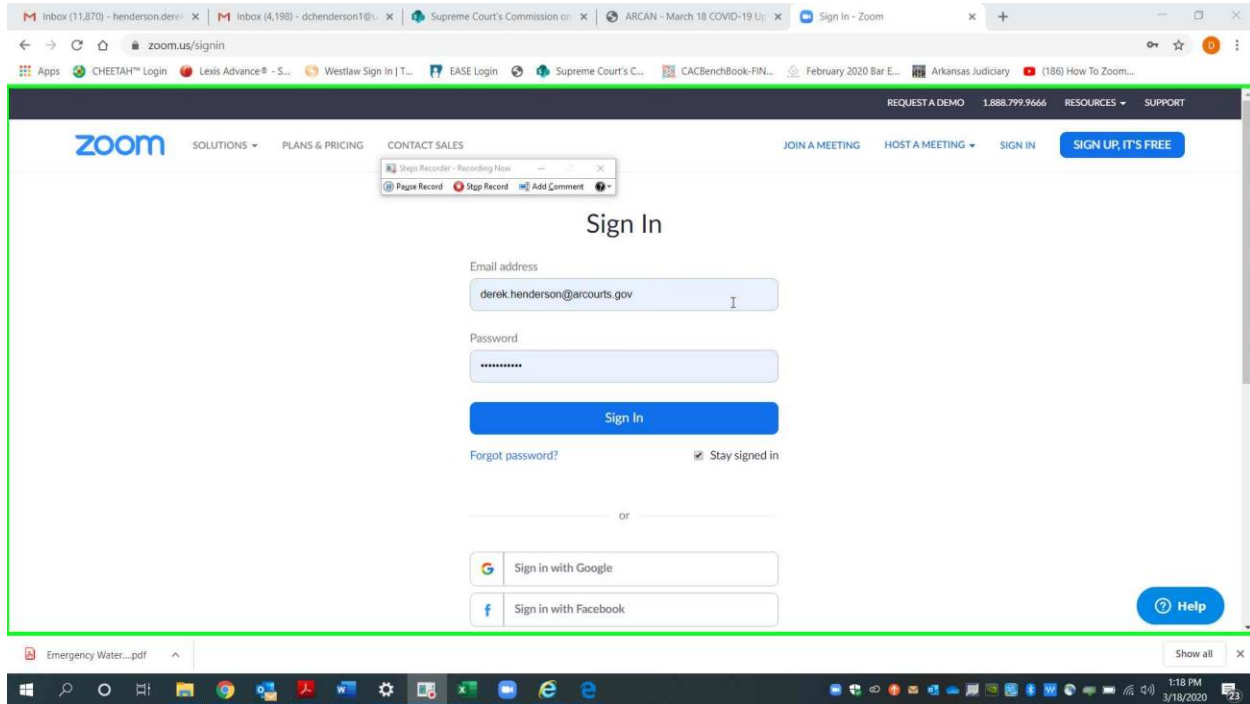# Zoom Waiting Room

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

Please contact me with questions or for additional assistance.
derek.henderson@arcourts.gov
501-682-6803 or 910-389-1362 if phones are busy.

Zoom Waiting Room

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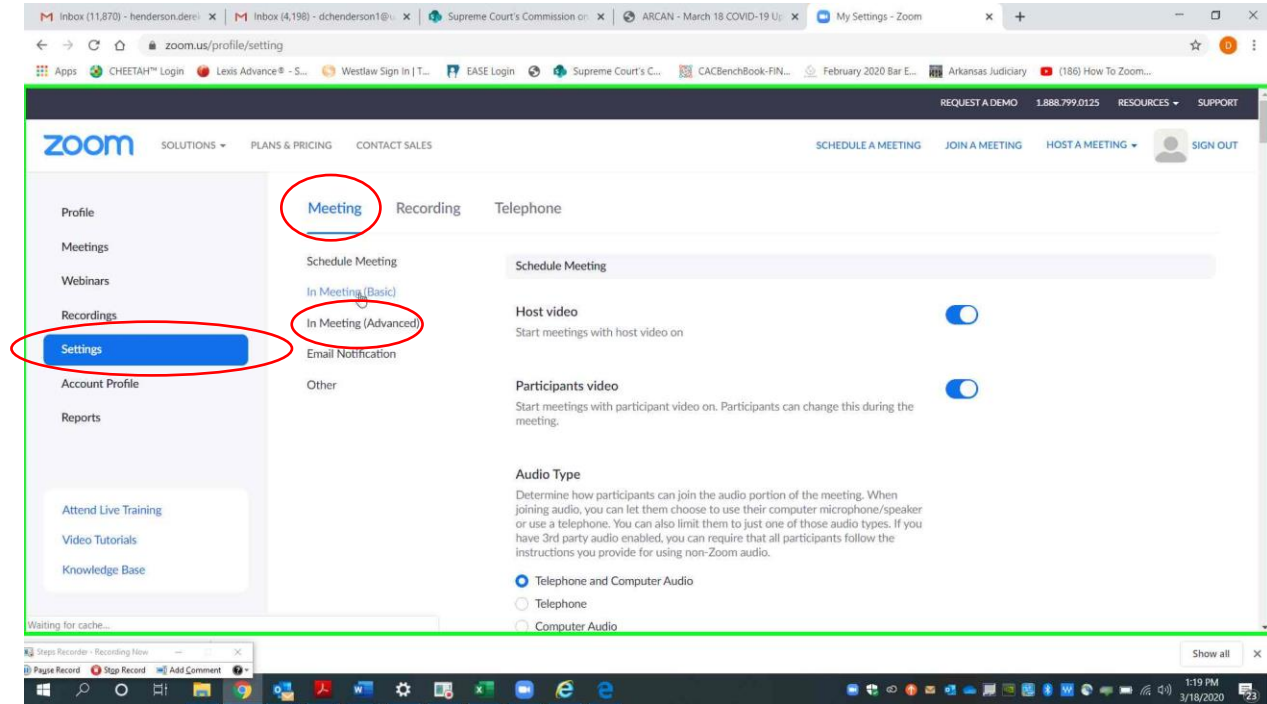
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Zoom Waiting Room

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.
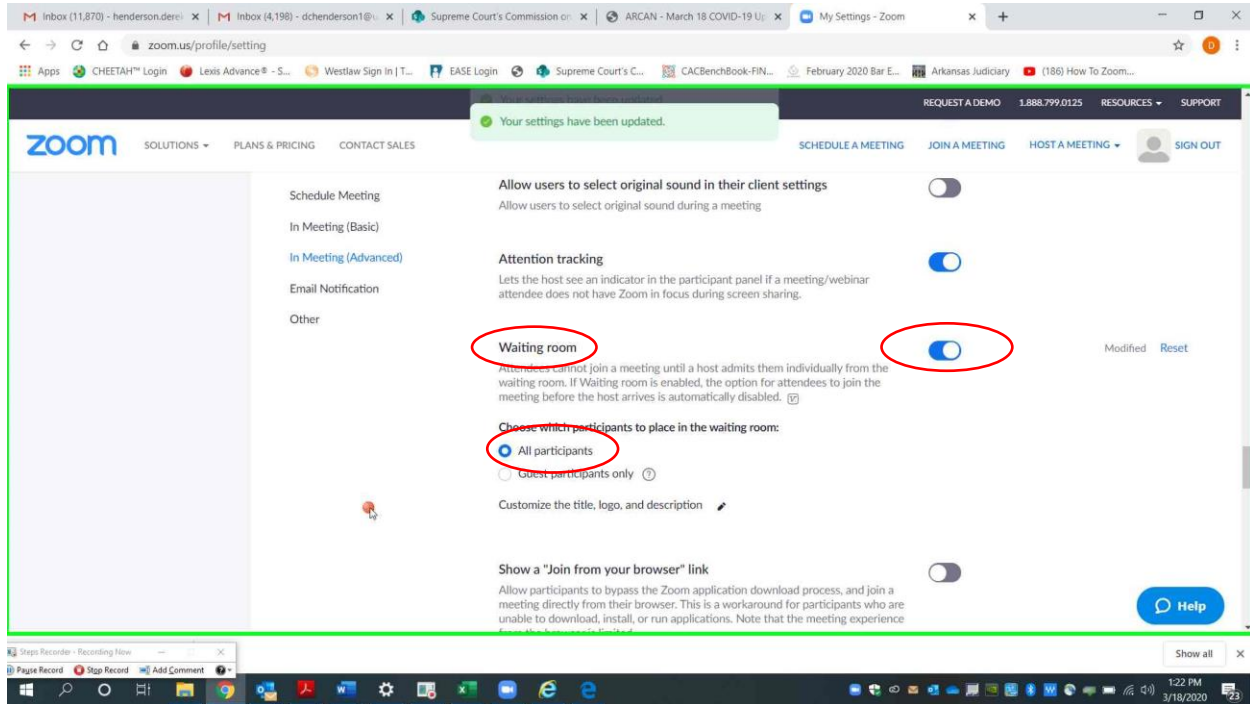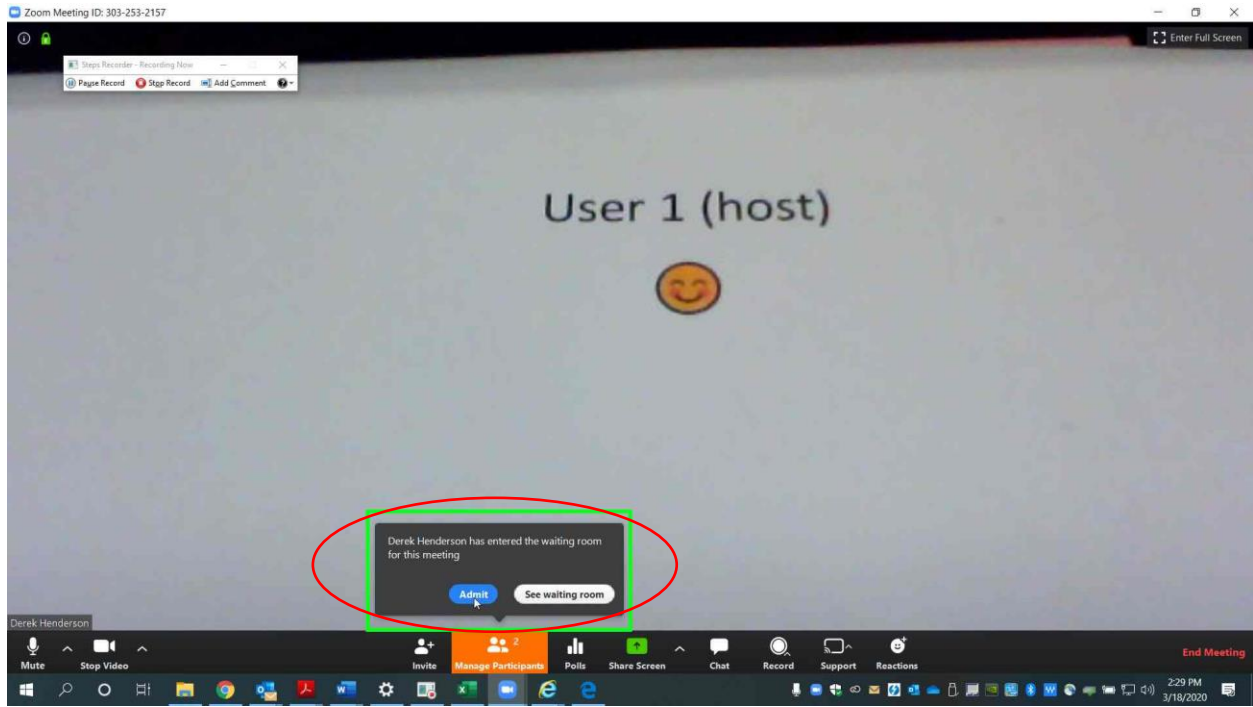
Please contact me with questions or for additional assistance.
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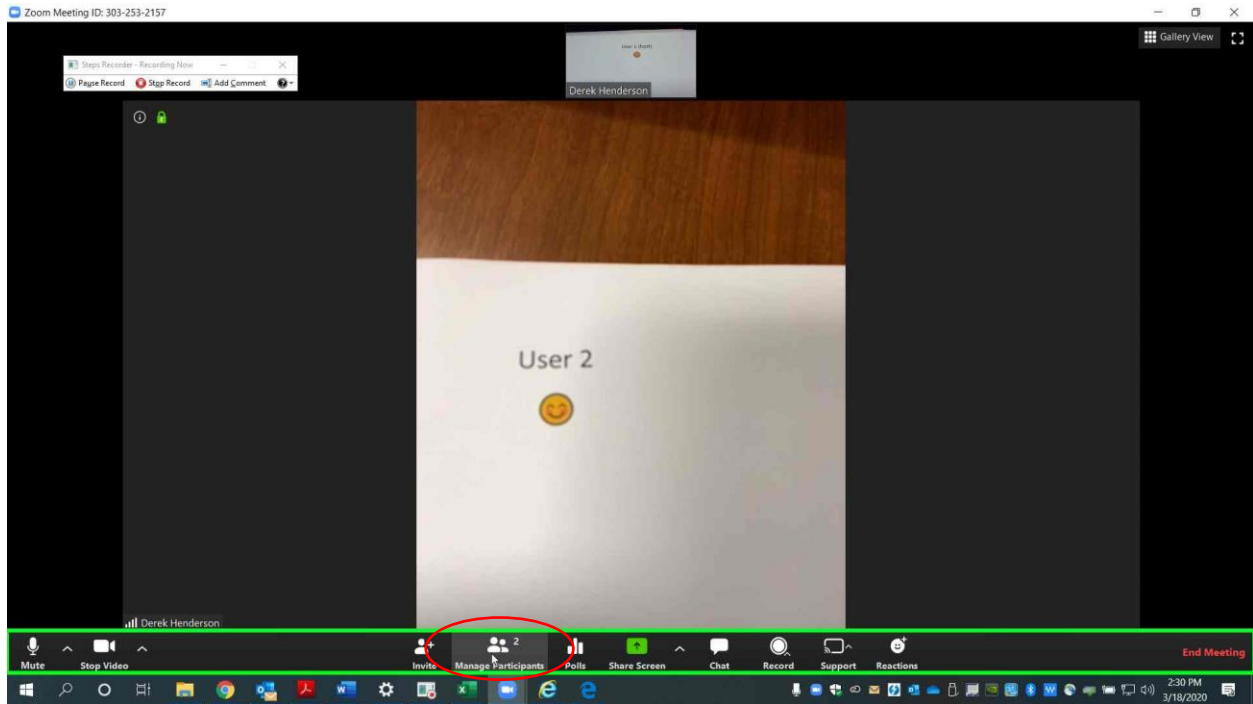**501-682-6803 or 910-389-1362 if phones are busy.**

Zoom Waiting Room

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.

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Zoom Waiting Room

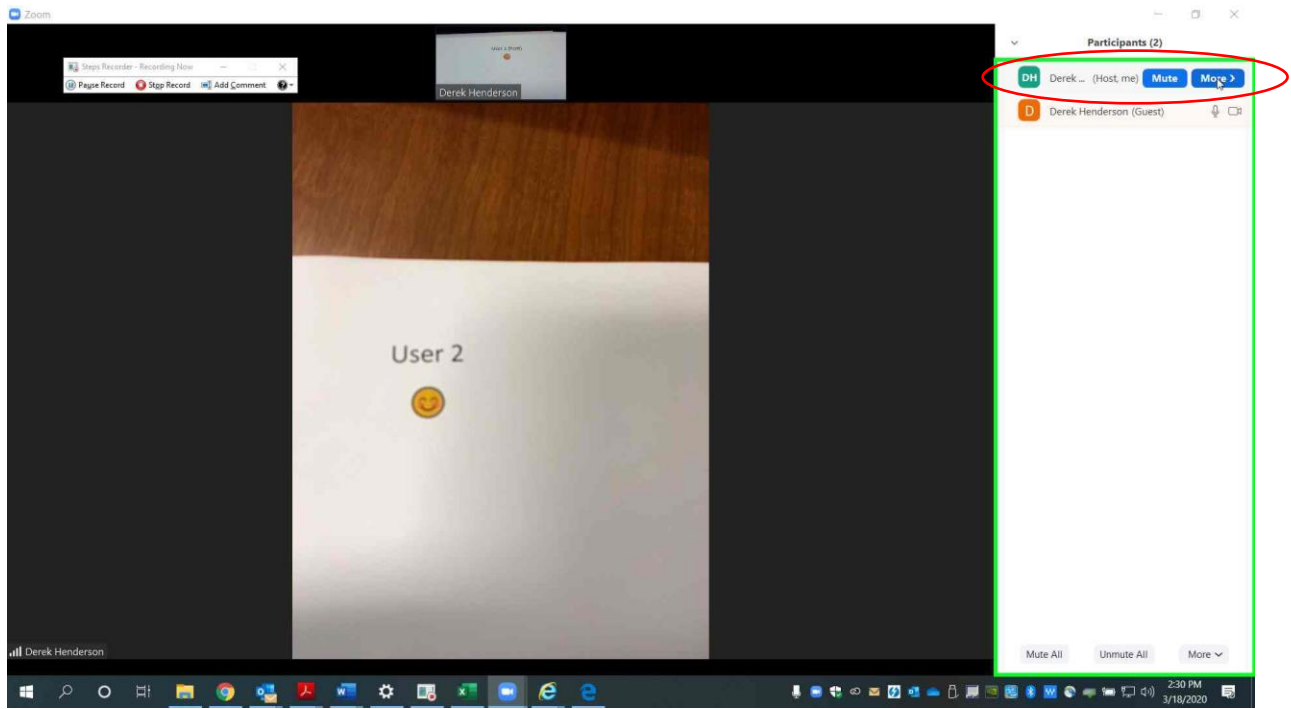**If you need to put anyone back in the waiting room during the meeting, go to "Manage Participants."**

Please contact me with questions or for additional assistance.
derek.henderson@arcourts.gov
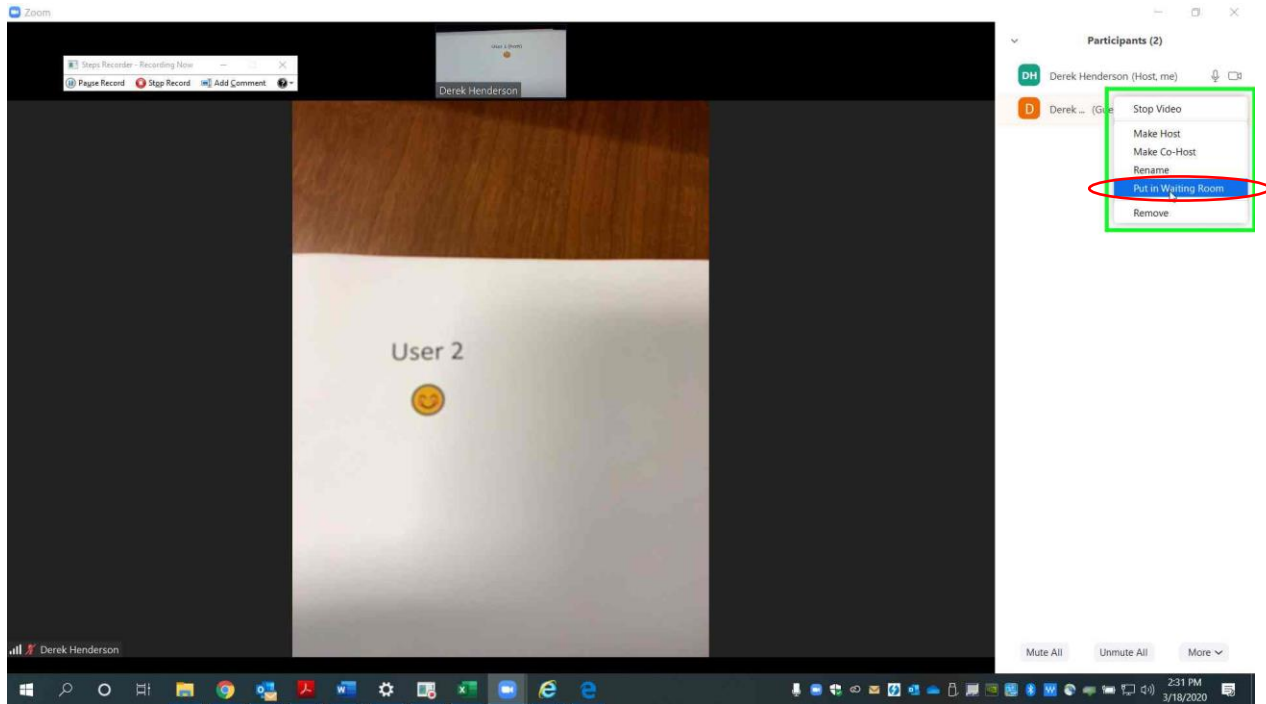**501-682-6803 or 910-389-1362 if phones are busy.**

Zoom Waiting Room

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.
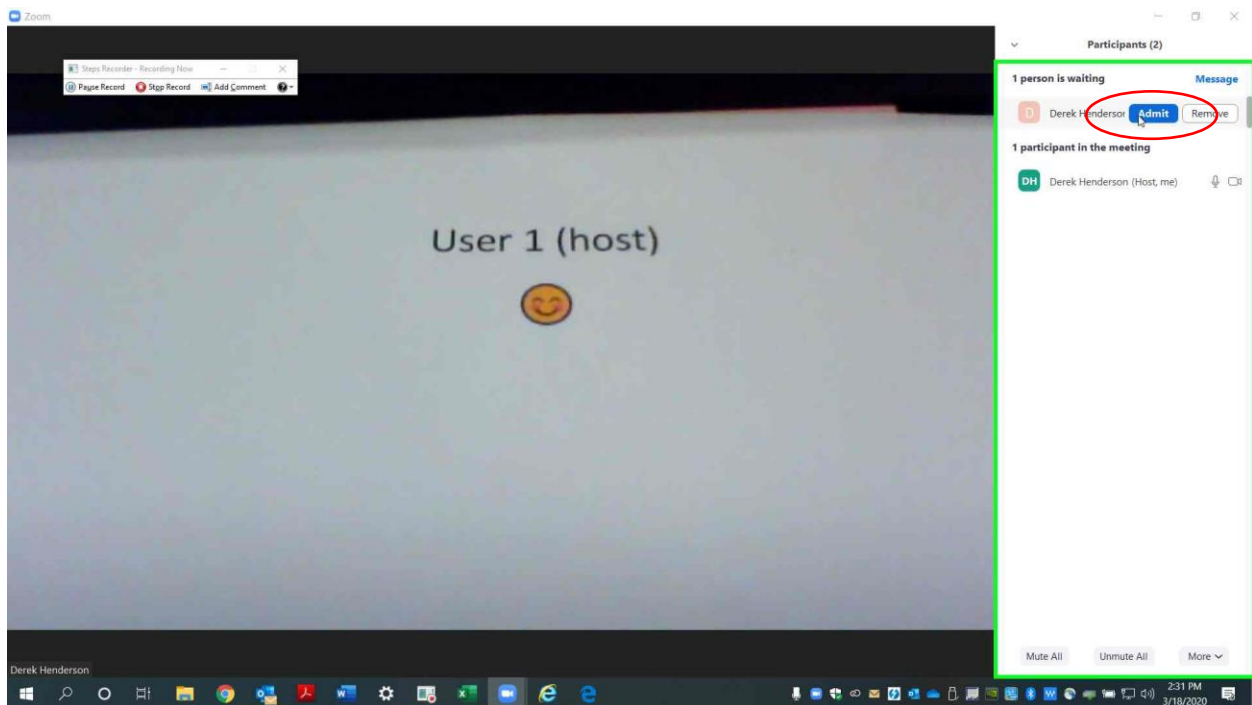
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Zoom Waiting Room

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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