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 + SUPPORT
ZOOM SOLUTIONS - PLANS & PRICING	CONTACT SALES	JOIN A MEETING HOST A MEETING + SIGN IN SIGN UP, 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	(@ H

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 🚦 E	EASE Login 📀 🤹 Supreme Court's C 🔯 CACBenchBook-FIN 🖉 February 2020 Bar E	Arkansas Judiciary	(186) How To Zoom		
			REQUEST A DEMO	1.888.799.0125 RESOL	JRCES - SUPP	ORT
	PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING	JOIN A MEETING	HOST A MEETING +	SIGN C	DUT
Profile	Meeting Recording	Telephone				
Meetings	Schedule Meeting	Schedule Meeting				
Webinars Recordings	In Meeting (Basic) In Meeting (Advanced) Email Notification	Host video Start meetings with host video on				
Account Profile Reports	Other	Participants video Start meetings with participant video on. Participants can change this during the meeting.				
Attend Live Training		Audio Type Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you				
Video Tutorials Knowledge Base		have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.				
		Telephone and Computer Audio Telephone				
ing for cache		Computer Audio				-

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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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