

WAITING ROOMS

When the **Waiting Room** feature is enabled, participants land in an area outside of the meeting room, just like waiting in the hall way outside of your closed office door. The host is notified they have participants waiting, then can admit individuals at an appropriate time.

When conducting tutoring and counseling sessions, the **Waiting Room** feature will maintain student privacy by allowing only the students you want to join into the session.

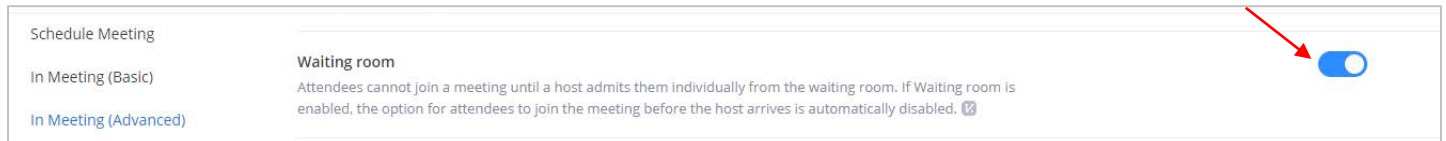
If you use your PMI often, with the **Waiting Room** enabled you can control who comes into your meeting room, remember your PMI link is open 24/7.

This feature is available for all **ConferZoom** clients; when enabled, the setting will apply to all scheduled meetings. If needed, you can disable the feature for a meeting, then return to the settings and enable it for the remaining meetings.

ENABLE THE WAITING ROOM FEATURE:

1. From the desktop app click **Settings > Enable Advanced Features**
2. From the website portal click **Meeting Settings**

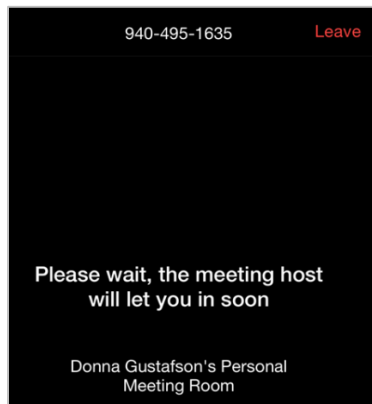
Either option will take you to the same page; select **In Meeting (Advanced)** then scroll down to **Waiting room**. If the toggle icon is grey, click on it to enable the feature (blue is active). Enable or Disable the feature at any time. When the feature is enabled, it will apply to all of your meetings including those you schedule from within Canvas.



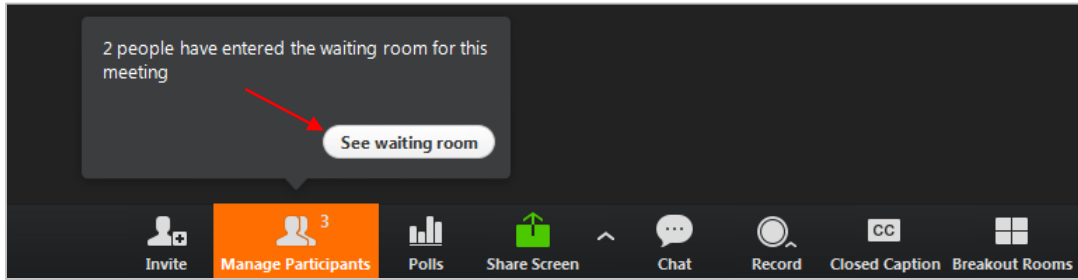
Note: When Waiting Room is enabled, the option for attendees to join the meeting before the host is automatically disabled.

IN A LIVE MEETING:

When the **Waiting Room** feature is enabled, the participant screen displays the following message:



The host will be notified when participants are waiting. Click **See waiting room** or **Manage Participants** to view the list of waiting participants.



Select the participant/s, then click the **Admit** button; you can also **Remove** participants from the meeting.

