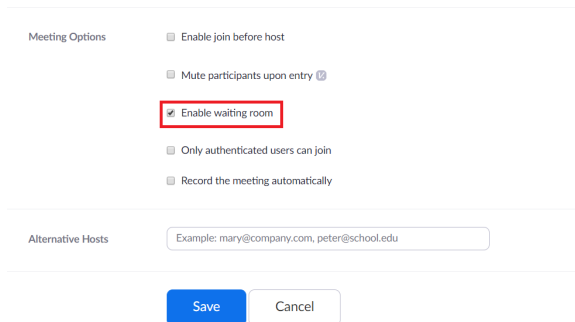


ZOOM: USING THE WAITING ROOM

1 NAVIGATE TO [QUESTROM.ZOOM.US](https://questrom.zoom.us) AND LOG IN

2 ENABLE THE WAITING ROOM BY CHECKING OFF "ENABLE WAITING ROOM", UNDER MEETING OPTIONS.



The screenshot shows the 'Meeting Options' dialog box in Zoom. The 'Enable waiting room' checkbox is checked and highlighted with a red box. Other options include 'Enable join before host', 'Mute participants upon entry', 'Only authenticated users can join', and 'Record the meeting automatically'. Below the options is an 'Alternative Hosts' field with the example text 'Example: mary@company.com, peter@school.edu'. At the bottom are 'Save' and 'Cancel' buttons.

3 AFTER STARTING YOUR NEXT SESSION, YOU WILL NEED TO ADMIT STUDENTS INTO THE MEETING. YOU CAN ADMIT THEM ONE AT A TIME, OR ALL AT ONCE.

TO ADMIT THEM **ONE AT A TIME**, HOVER OVER THEIR NAME AND CLICK ADMIT

TO ADMIT THEM **ALL AT ONCE**, CLICK ADMIT ALL

