

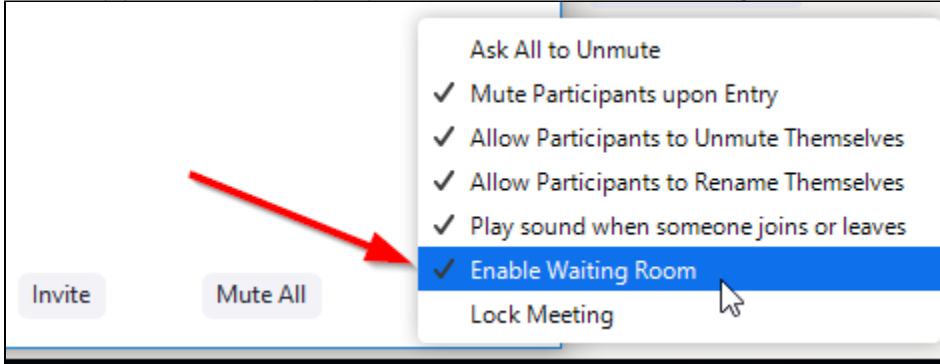
Using the Waiting Room Option in Zoom

The Waiting Room feature in Zoom allows the meeting host to control when a participant joins the meeting. You can meet with one person while another waits in the waiting room and then allow the person waiting to join the meeting.

1. As the meeting host, click **Manage Participants**.



2. Click **More(...)** at the bottom of the participants' window and choose **Enable Waiting Room** to enable or disable the feature.



Admitting participants during a meeting

1. As the meeting host, click **Manage Participants**.
2. Click **Admit** to have the participant join the meeting.
[blocked URL](#)

Admit all participants from the Waiting Room

1. As the meeting host, click **Manage Participants**.
2. Click **Admit all**.
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Sending participants to the Waiting Room during a meeting

1. As the meeting host, click **Manage Participants**.
2. Click **More** next to the participant's name and choose **Put in Waiting Room**.
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