

## Zoom – Waiting Rooms

Enabling waiting rooms when setting up Zoom meetings allows you control who is in the session at any given time. **Breakout Rooms** are often used in conjunction with the Waiting Room feature. You can move individuals into and out of the session as needed, and can send group messages to everyone in a waiting room.

### Add Waiting Room feature when creating a meeting

- In the Schedule a Meeting page, check the “Enable Waiting Room” box in the Meeting Options section.
- Complete the rest of the Schedule a Meeting page and save.

### Managing Waiting Rooms

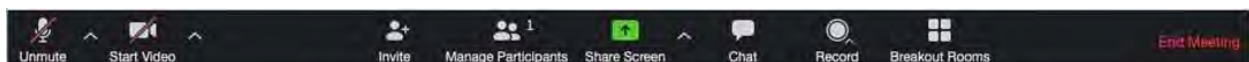
Once you launch your meeting, participants go directly to the Waiting Room when joining. They do not have the option of directly joining the meeting. You as the meeting host can pull people from the Waiting Room into the session, interact with them, and then move them back to the Waiting Room as need.

- Click on “Manage Participants” in the Menu Bar to pull up the participant window. You will see two sections: people waiting, and people in-meeting.
- To move a person from the Waiting Room into the meeting, click on “Admit” to the right of their name.
- To move a person from the meeting back to the Waiting Room, hover over the participant’s name in the participant window, click on “More” to the right of their name, and then click on “Put In Waiting Room”.
- To remove a person completely from a meeting they must be in the meeting and not in the Waiting Room. To remove them, click on “More” to the right of their name, and then click “Remove”. This completely removes them from the meeting and does not put them back into the Waiting Room.
- To message everyone in the Waiting Room, click on “Message” in the upper right-hand portion of the participant window, and then in the message area, select the “Everyone (in Waiting Room)” option in the To drop-down menu. You cannot message individual people in the Waiting Room.

Once someone is moved from the Waiting Room into a meeting, the standard meeting controls, protocol, and etiquette apply. If you have questions about managing a meeting, please see the [Zoom users guide](#) posted on the [Employee Login page](#) of BTC’s website.

## Key

**Menu Bar** when not sharing screen (bottom of screen)



**Menu Bar** when sharing screen (top of screen)

