

Configuring Your Zoom Waiting Room – page 1

The screenshot shows the Zoom account settings interface. On the left, a navigation menu includes 'PERSONAL' (Profile, Meetings, Webinars, Recordings, Settings) and 'ADMIN' (Dashboard, User Management, Room Management, Account Management, Advanced). The 'Settings' option is highlighted with a blue bar and a red arrow. The main content area is divided into 'Meeting', 'Recording', and 'Telephone' tabs, with 'Meeting' selected. Under the 'Meeting' tab, the 'Security' section is active, and the 'Waiting Room' toggle is turned on. Below this, 'Waiting Room Options' are listed, including 'Require a passcode when scheduling new meetings', 'Require a passcode for instant meetings', 'Require a passcode for Personal Meeting ID (PMI)', and 'Embed passcode in invite link for one-click join'. Each option has a toggle switch and 'Modified' and 'Reset' links.

Go to your Zoom Account Settings to find your Waiting Room settings.

Your 'Waiting Room' feature must be enabled.
- This is standard policy for all LLI Zoom classes.

Configuring Your Zoom Waiting Room – page 2



- Zoom provides a default generic Waiting Room appearance that can be used by any Zoom account holder.
- Zoom also allows each account holder to customize their own Waiting Room.

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings

Settings

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced

- Attend Live Training
- Video Tutorials
- Knowledge Base

Meeting Recording Telephone

- Security
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.



Modified [Reset](#)

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.

Everyone will go in the waiting room



[Edit Options](#) [Customize Waiting Room](#)

Under your Waiting Room Options:

- Make sure that 'Everyone will go into the waiting room' appears.
- If 'Everyone will go into the waiting room' does not appear, click on the 'Edit Options' link and correct this.

Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Modified [Reset](#)

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting



Modified [Reset](#)

Require a passcode for Personal Meeting ID (PMI)



Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



Modified [Reset](#)



Configuring Your Zoom Waiting Room – page 3

PERSONAL

- Profile
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- Webinars
- Recordings

Settings

ADMIN

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Meeting Recording Telephone

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- Schedule Meeting
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Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.



Modified [Reset](#)

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on.

✓ Everyone will go in the waiting room

[Edit Options](#) [Customize Waiting Room](#)



Require a passcode when scheduling new meetings

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.



Modified [Reset](#)

Require a passcode for instant meetings

A random passcode will be generated when starting an instant meeting



Modified [Reset](#)

Require a passcode for Personal Meeting ID (PMI)



Embed passcode in invite link for one-click join

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.



Modified [Reset](#)



Under your Waiting Room Options:
- Click on the 'Customize Waiting Room' link to invoke the Waiting Room customization screen.

- Zoom provides a default generic Waiting Room appearance that can be used by any Zoom account holder.
- Zoom also allows each account holder to customize their own Waiting Room.

Configuring Your Zoom Waiting Room – page 4



PERSONAL Meeting Recording Telephone

Clicking on the 'Customize Waiting Room' link will pop-up this 'Customize Waiting Room' screen. The Waiting Room screen contains four elements.

- 1) A Greeting
- 2) A Logo
- 3) Your Meeting Topic
- 4) A Waiting Room description

Three of these elements can be customized, as shown in the following exhibits.

Customize Waiting Room

Meeting ID : 888-888-888

1 Please wait, the meeting host will let you in soon. ✎

2 LOGO + 3 Your Meeting Topic } ✎

4 Add waiting room description

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

Require a passcode for Personal Meeting ID (PMI)



Modified Reset

Embed passcode in invite link for one-click join



Modified Reset

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Require passcode for participants joining by phone



Modified Reset



Configuring Your Zoom Waiting Room – page 5

PERSONAL

- Profile
- Meetings
- Webinars
- Recordings
- Settings**

ADMIN

- Dashboard
- > User Management
- > Room Management
- > Account Management
- > Advanced


- Attend Live Training
- Video Tutorials
- Knowledge Base


Meeting Recording Telephone

- Security
- Schedule Meeting
- In Meeting (Basic)
- In Meeting (Advanced)
- Email Notification
- Other

Customize Waiting Room

Meeting ID : 888-888-888

Please wait, the meeting host will let you in soon. 

 [Your Meeting Topic]

[Add waiting room description](#)

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

1) Greeting:
The greeting will default to 'Please wait, the meeting host will let you in soon.'
Clicking on the little 'pencil' edit icon will put that field into edit mode, allowing you to customize your Greeting.

Require a passcode for Personal Meeting ID (PMI)



Modified [Reset](#)

Embed passcode in invite link for one-click join



Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

Modified [Reset](#)

Require passcode for participants joining by phone



Modified [Reset](#)



Configuring Your Zoom Waiting Room – page 6

1) Greeting:

- You may customize your greeting text in the text entry box.
- The greeting text limit is 64 characters. This indicator tells you how many characters you have entered.

Customize Waiting Room

Meeting ID : 888-888-888

Please wait, the meeting host will let you in soon.

51 / 64



{ Your Meeting Topic }

Add waiting room description

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

When you are done editing your Greeting text:

- Click on the check mark to Save it or...
- Click on the 'x' mark to exit edit mode without saving your update.

Configuring Your Zoom Waiting Room – page 7

2) Logo:

- There will be no logo in the Waiting Room screen by default.
- Clicking on the little 'pencil' edit icon will invoke a pop-up screen to allow you to select a logo.
- Since the logo will appear quite small in the Waiting Room screen, select the simplest one, that looks like this:



- The logo may be found in the LLI shared online drive 'LLI Logo Images' folder.

Customize Waiting Room

Meeting ID : 888-888-888

Welcome to Bard LLI. The host will let you in shortly. ✎



[Your Meeting Topic]

[Add waiting room description](#)

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close



Configuring Your Zoom Waiting Room – page 8

Zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

PERSONAL

- Profile
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- Recordings
- Settings**

ADMIN

- Dashboard
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Attend Live Training

Video Tutorials

Knowledge Base

Meeting Recording Telep

Security Se

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Customize Waiting Room

Meeting ID : 888-888-888

Welcome to Bard LLI. The host will let you in shortly. ✎

Bard LLI { Your Meeting Topic }

✎ 🗑

[Add waiting room description](#)

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

Require a passcode for instant meetings Modified [Reset](#)

A random passcode will be generated when starting an instant meeting

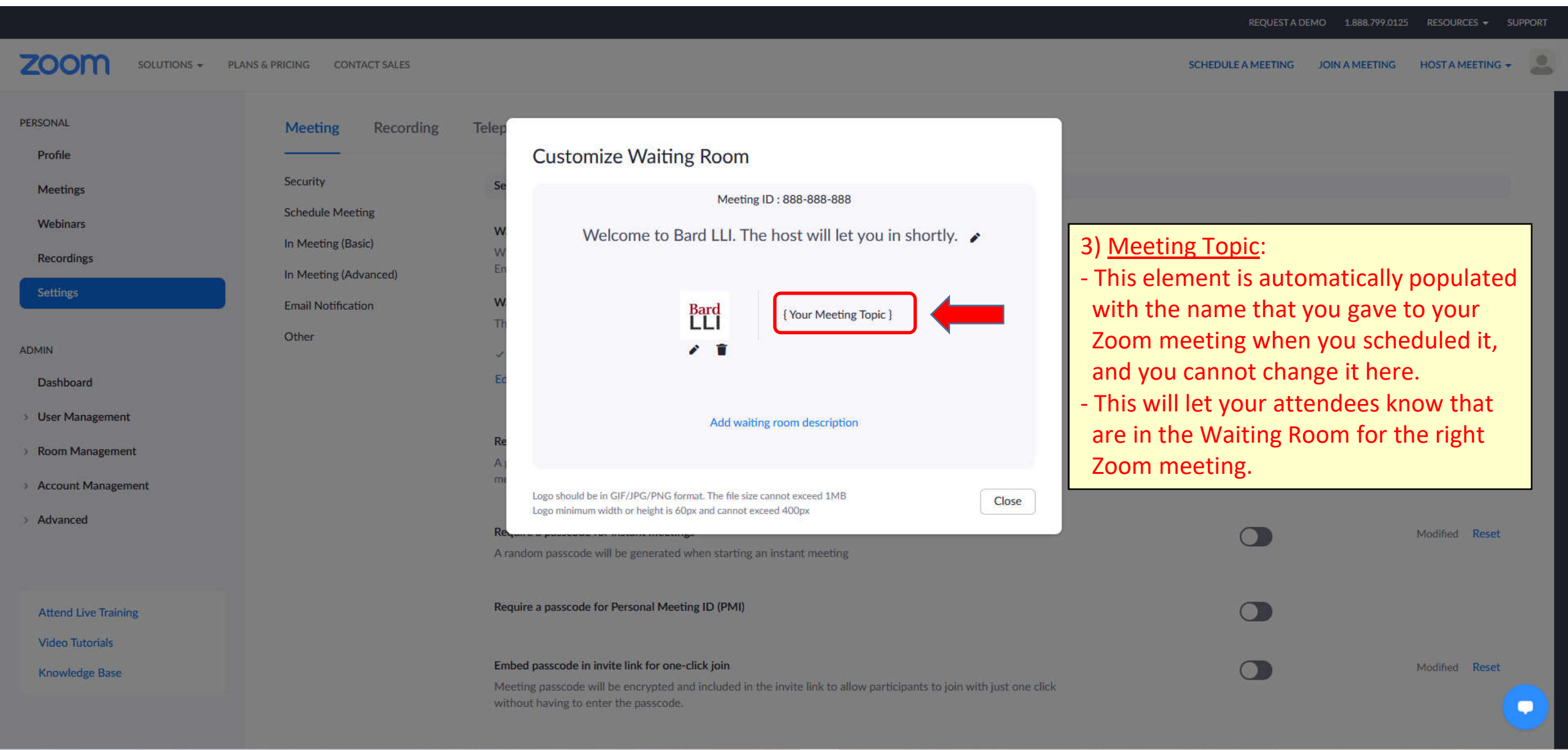
Require a passcode for Personal Meeting ID (PMI)

Embed passcode in invite link for one-click join Modified [Reset](#)

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

2) Logo:
Once you have uploaded a logo it will appear in your screen and be applied to your Waiting Room.
If you are not happy with the logo you have applied:
- Click on the pencil edit icon to select a different icon file
or...
- Click on the trash can icon to remove the logo

Configuring Your Zoom Waiting Room – page 9



3) Meeting Topic:
- This element is automatically populated with the name that you gave to your Zoom meeting when you scheduled it, and you cannot change it here.
- This will let your attendees know that are in the Waiting Room for the right Zoom meeting.

Configuring Your Zoom Waiting Room – page 10

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

PERSONAL

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Schedule Meeting

In Meeting (Basic)


In Meeting (Advanced)

Email Notification

Other

Meeting ID : 888-888-888

Welcome to Bard LLI. The host will let you in shortly. ✎

 { Your Meeting Topic }

Add waiting room description ←

Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB
Logo minimum width or height is 60px and cannot exceed 400px

Close

REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Modified Reset

Modified Reset

Modified Reset

Modified Reset

4) Waiting Room description:
- Clicking on the 'Add waiting room description' link will present a text entry box to enter an additional information that may be relevant to your meeting attendees.

Configuring Your Zoom Waiting Room – page 11

4) Waiting Room description:

- You may enter additional text in the text entry box.
- The additional text limit is 400 characters. This indicator tells you how many characters you have entered.

When you are done editing your additional text:

- Click on the check mark to Save it or...
- Click on the 'x' mark to exit edit mode without saving your update.

Configuring Your Zoom Waiting Room – page 12

The screenshot shows the Zoom account settings page with the 'Customize Waiting Room' dialog box open. The dialog box displays the following information:

- Meeting ID: 888-888-888
- Welcome message: "Welcome to Bard LLI. The host will let you in shortly."
- Logo: Bard LLI
- Meeting Topic: { Your Meeting Topic }
- Custom message input field: "If you know how to do it, please identify yourself with your full name when joining the meeting." (A red arrow points to this field)
- Character count: 97 / 400
- Close button

Below the dialog box, there is a note: "Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB. Logo minimum width or height is 60px and cannot exceed 400px."

IMPORTANT NOTE:

- Since you identify your customized Waiting Room as part of your Zoom Account Settings, that same Waiting Room will be displayed for any Zoom meeting that you schedule and open.
- If you are scheduling Zoom meetings for different topics, make sure that any customized text in your Waiting Room is generic enough to apply to all of your Zoom meetings.