




Create a Waiting Room in AAU ZOOM before or during a meeting

Waiting rooms are *especially* useful when:

- Host/Co-host wants to control participants' access to the meeting
- The meeting consists of a pre-meeting before other participants are allowed to participate
- There is an exam where examinees are let in one by one

You can either enable Waiting Room on the AAU Zoom portal, mark it when creating a meeting invitation, or create it during a meeting.

Find further information here: [Create a AAU ZOOM meeting in Outlook](#)

Process	Description	Activity
On the AAU Zoom portal, before creating the meeting		
Enable in "Settings"	Sign in at http://aaudk.zoom.us and enable "Waiting Room" under "Settings" Waiting Room is now enabled when you create AAU Zoom meetings in the future.	 Modified Reset
Who needs to wait in the Waiting Room?	Under "Waiting Room Options" click "Edit Options" and select participants who has to wait in the Waiting Room.	Edit Options
Everyone must wait in the Waiting Room before the meeting	Mark "Everyone" if you want all participants to wait in the Waiting Room before joining the meeting. (We recommend this setting) Click "Continue"	<input checked="" type="radio"/> Everyone Continue Cancel

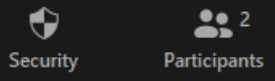
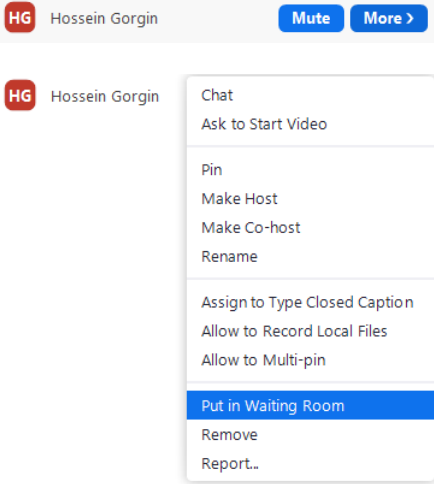
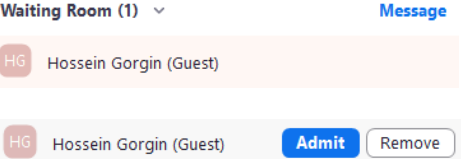


Information for the Waiting Room	Under "Waiting Room Options" click "Customize Waiting Room"	Customize Waiting Room
Add logo	Click "LOGO" and select a logo (Size: between 60 and 400 pixel)	
Add description	Click "Add waiting room description" Enter text (maximum 400 signs) Click the check mark	Add waiting room description
Show participants in Waiting Room	Click "Participants" in the menu bar at the bottom of your Zoom screen. At the top, you can see who is waiting in the Waiting Room.	
Send a message	Click "Message" at the top in Waiting Room Send a message to everyone in the Waiting Room. It is not possible to answer from the Waiting Room.	Message
Manage Waiting Room	Hover your mouse on a participant name. Click "Admit" to let the participant join the meeting.	



	Click "Remove" to remove participants from the Waiting Room.	
When you create the meeting		
Mark Waiting Room	Mark "Waiting Room" when you create the meeting	<input checked="" type="checkbox"/> Waiting Room Only users admitted by the host
Show participants in Waiting Room	Click "Participants" in the menu bar at the bottom of your Zoom screen. At the top, you can see who is waiting in the Waiting Room.	
Send a message	Click "Message" at the top in Waiting Room Send a message to everyone in the Waiting room. It is not possible to answer from the Waiting room.	
Manage Waiting Room	Hover your mouse on a participant name. Click "Admit" to let the participant join the meeting. Click "Remove" to remove participants from the Waiting Room.	
During the meeting (only one participant at a time)		



Show all participants	<p>Click "Participants" in the menu bar at the bottom of your zoom screen.</p> <p>You can now see all participants</p>	 <p>Security Participants</p> <p>IT IT Technician (Host, me)</p> <p>HG Hossein Gorgin</p>
Assign to Waiting Room	<p>Hover your mouse at a participant and click "More"</p> <p>Then click "Put in Waiting Room"</p>	 <p>HG Hossein Gorgin Mute More ></p> <p>HG Hossein Gorgin</p> <ul style="list-style-type: none">ChatAsk to Start VideoPinMake HostMake Co-hostRenameAssign to Type Closed CaptionAllow to Record Local FilesAllow to Multi-pinPut in Waiting RoomRemoveReport..
Manage Waiting Room	<p>Hover your mouse on a participant name.</p> <p>Click "Admit" to let the participant join the meeting.</p> <p>Click "Remove" to remove participants from the Waiting Room.</p>	 <p>Waiting Room (1) Message</p> <p>HG Hossein Gorgin (Guest)</p> <p>HG Hossein Gorgin (Guest) Admit Remove</p>