

Enable a Waiting Room for Zoom Meetings

Enable a Waiting Room for Zoom Meetings



Starting September 27th, Zoom will require that all meetings have a Passcode or a Waiting Room enabled. For more information, see:

- [FAQ Meetings Waiting Room and Passcode Requirements for Paid Accounts, July 2020](#)
- [Setting a Passcode for a Zoom Meeting](#)

On this page:

[Overview](#)
[Option 1: Settings](#)
[Option 2: When Scheduling a Meeting](#)
[See Also](#)
[Have Questions or Still Need Help?](#)

Overview

The Waiting Room lets the host control which participants join the meeting. Attendees stay in the virtual waiting room until the host admits them into the room. Undesired attendees can be left in the waiting room indefinitely.


It can be difficult to determine who participants are if they join as a guest, call in, or have an unexpected Zoom account name. Encourage MIT attendees to authenticate their MIT Zoom account using Touchstone Authentication so you know who they are when they appear in the waiting room.

There are two ways in which to enable a waiting room in Zoom, which are discussed below.


Option 1: Settings

1. Go to your profile settings page at: <https://mit.zoom.us/profile/setting>.
2. If prompted, authenticate via [Touchstone Authentication](#).
3. Turn on "Waiting Room".

Waiting room





Modified [Reset](#)

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

Choose which participants to place in the waiting room:

☒ All participants

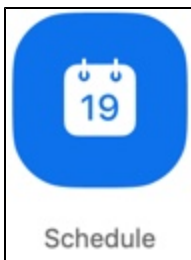
☐ Guest participants only 

Customize the title, logo, and description 

Result: By default your meetings will only allow users who have authenticated with MIT Touchstone and they will be put in a waiting room until you admit them to your meeting. You are now far less likely to be Zoombombed.

Option 2: When Scheduling a Meeting

1. Start Zoom
2. Click the **Schedule** button.



3. Open the **Advanced Options** at the bottom-left.

Schedule Meeting

Topic
My Zoom Meeting

Date
3/25/2020 10:30 AM to 3/25/2020 11:00 AM
☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 378-405-4174

Password
☐ Require meeting password

Video
Host ☒ On ☐ Off Participants ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
Dial in from United States and other 54 countries/regions [Edit](#)

Calendar
☒ iCal ☐ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ▾

4. Enable the "Waiting Room" option at the bottom.

3/25/2020 10:30 AM to 3/25/2020 11:00 AM
☐ Recurring meeting Time Zone: Eastern Time (US and Canada)

Meeting ID
☒ Generate Automatically ☐ Personal Meeting ID 378-405-4174

Password
☐ Require meeting password

Video
Host ☒ On ☐ Off Participants ☒ On ☐ Off

Audio
☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio
Dial in from United States and other 54 countries/regions [Edit](#)

Calendar
☒ iCal ☐ Google Calendar ☐ Outlook ☐ Other Calendars

Advanced Options ▾

- ☐ Enable Waiting Room
- ☒ Enable join before host
- ☐ Mute participants on entry
- ☐ Only authenticated users can join: Sign in to Zoom
- ☐ Automatically record meeting

Alternative Hosts:

5. Be sure to click **Schedule** to schedule your meeting.
Result: Your meeting is scheduled, and your participants will have to wait to be allowed into the meeting by the host. For instructions on using host controls for waiting rooms, see [Using a Waiting Room with Zoom Rooms](#).

See Also

- [Limiting Access and Reducing Disruptive Behavior in Zoom](#)
- [Setting up Your Zoom Personal Room](#)
- [Using Personal Meeting ID \(PMI\)](#)

- [Zoom Landing Page](#)

Have Questions or Still Need Help?

- [Contact the IS&T Service Desk](#)