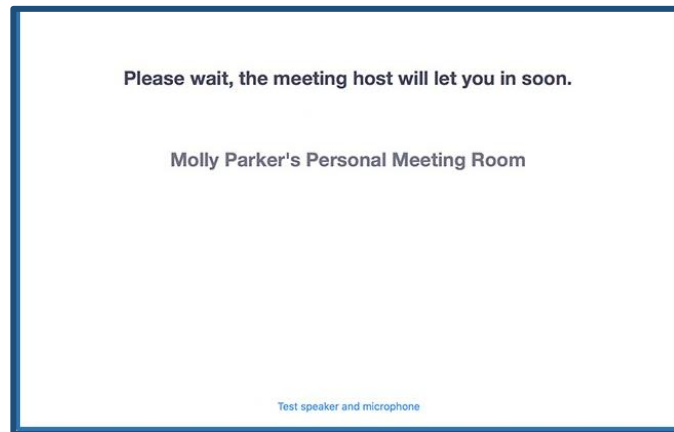




## Deerfield Academy Information Technology Services Tips for Using ZOOM Waiting Rooms

Waiting Rooms are used to protect your ZOOM meetings from being interrupted by uninvited intruders (ZOOMBombers). This feature gives the host the control to accept participants into a meeting and to delete uninvited guests from the Waiting Room.

When your students connect to your meeting, they will see the following notice:




To admit participants into your meeting -

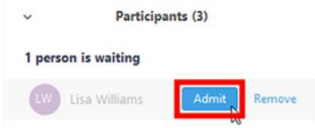
1. **Start** your meeting.
2. From the toolbar, select **Manage Participants**.
3. Click the **Admit** button for each person you want to welcome into your room, or **Admit all**.
4. If the list of waiting participants includes someone you do not recognize, Click **Remove** to delete them from the Waiting Room without letting them into your meeting.

**Admitting participants during a meeting**

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




2. Click **Admit** to have the participant join the meeting.



**Admit all participants from the Waiting Room**

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



2. Click **Admit all**.

