

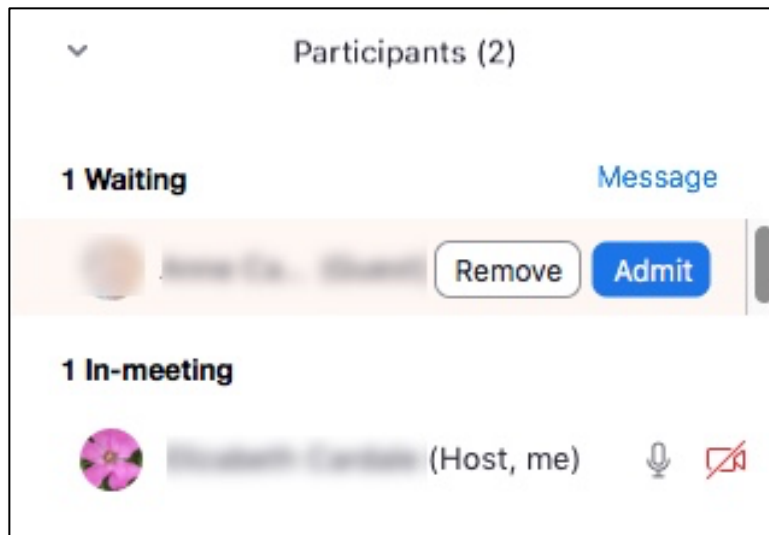
Quick Guide to the Zoom Waiting Room

Admitting participants during a meeting

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



2. This will open the Participants Panel.
3. You can see if someone is in the “Waiting Room.”
4. Click on the blue “Admit” button to let them join the meeting.



Sending messages to participants in the Waiting Room

1. As the meeting host, click **Chat**.
 2. Click the dropdown next to **To:**
 3. Click **Everyone (in Waiting Room)**.
 4. Type and send your chat message to the waiting room.
- Once the message has been sent, the participants in the Waiting Room will see the message on the Waiting Room screen.

NOTE: Zoom defaults to setting up the Waiting Room on your behalf!