How to enable the waiting room for your office hours.

Note: Your Zoom meetings by default allows students logging in with their NetID to bypass the waiting room. This is ideal for students logging in to a class Zoom session but not for your office hours.

1. Login to Zoom [https://cornell.zoom.us/](https://cornell.zoom.us/)
2. Click “Settings”, “Meeting”, and then under Waiting Room Options “Edit Options”

3. Select “Everyone” from the option listed then click “Continue”
2 Options to disable waiting room for Students while in class Zoom sessions:

Options 1: While in your class Zoom session, you can disable the waiting room.
1. During your class Zoom meeting, click on the Security Shield located on the bottom of the Zoom window.
2. From the menu, uncheck “Enable Waiting Room” This will disable the waiting room temporarily until your next Zoom session.

Options 2: Go back to default settings. After you have completed your office hours or before your class starts, you will want to allow student to bypass the waiting room. Follow these next set of steps to allow students to bypass the waiting room. Note: You will need to change the settings again if you want to enable the waiting room for everyone.
1. Click “Edit Options” under Setting in your Zoom account.
2. Select “Users not in your account” and then continue.