

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/>
2. Click “Settings”, “Meeting”, and then under Waiting Room Options “Edit Options”

The screenshot shows the Zoom web interface for a user. At the top, there is a red header with the Cornell University logo and the Zoom logo. On the right side of the header, there are links for "JOIN A MEETING" and "HOST A MEETING". Below the header is a navigation menu with options: Profile, Meetings, Webinars, Personal Audio Conference, Recordings, Settings, Account Profile, and Reports. The "Settings" option is highlighted with a red box. To the right of the navigation menu, there are tabs for "Meeting", "Recording", and "Telephone". The "Meeting" tab is selected and highlighted with a blue box. Below the tabs, there is a "Security" section with a "Waiting Room" toggle switch turned on. Underneath, there is a "Waiting Room Options" section with two checked options: "Users not in your account will go in the waiting room" and "Host and co-hosts only can admit participants from the waiting room". At the bottom of the "Waiting Room Options" section, there is a link for "Edit Options" which is highlighted with a blue box. A red arrow points from the "Settings" menu item to the "Edit Options" link. Another red arrow points from the "Meeting" tab to the "Waiting Room" toggle switch. A third red arrow points from the "Edit Options" link to the "Continue" button in the next screenshot.

3. Select “Everyone” from the option listed then click “Continue”

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

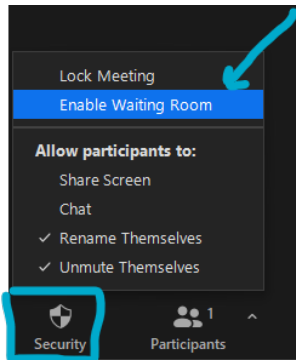
Who should go in the waiting room?

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains

2 Options to disable waiting room for Students while in class Zoom sessions:

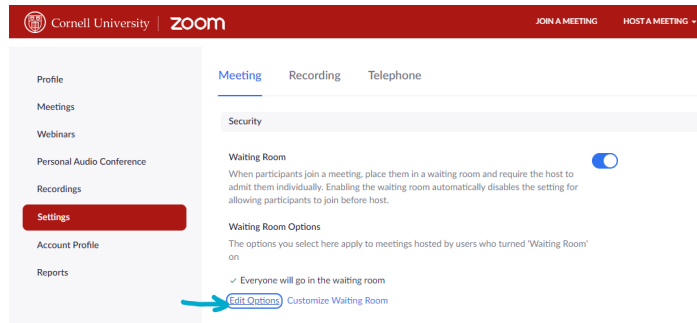
Options 1: While in your class Zoom session, you can disable the waiting room.

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.

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings, webinars.

Who should go in the waiting room?

- Everyone
- Users not in your account ←
- Users who are not in your account and not part of the allowed domains

Who can admit participants from the waiting room?

- Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

