



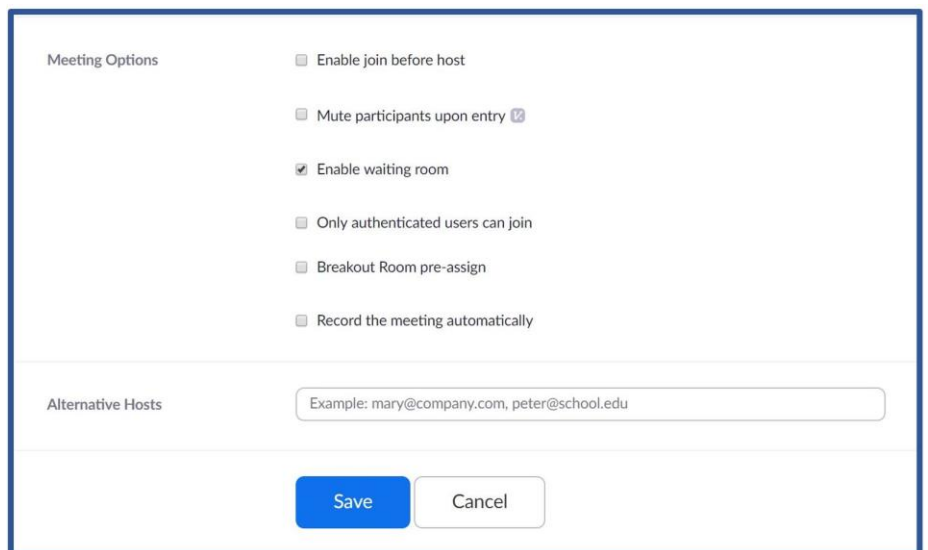
How to Enable Waiting Room and Admit Participants into sessions

Before you can Admit participants you must enable it in your meeting settings.

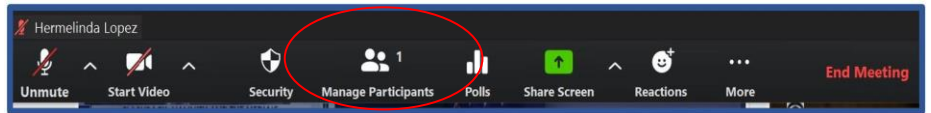
1. Sign in to the Zoom web portal.



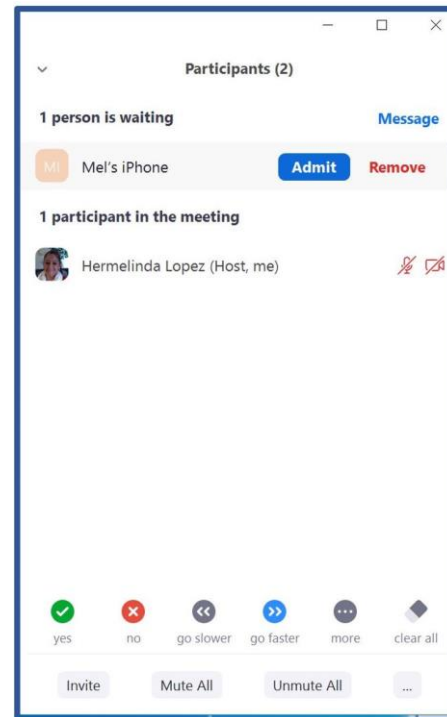
2. Click [Meetings](#).
3. Click a meeting topic to edit it or [schedule a new meeting](#).
4. Under Meeting Options, check **Enable Waiting Room**.
5. Click **Save**.



6. As the meeting host, tap **Manage Participants**.



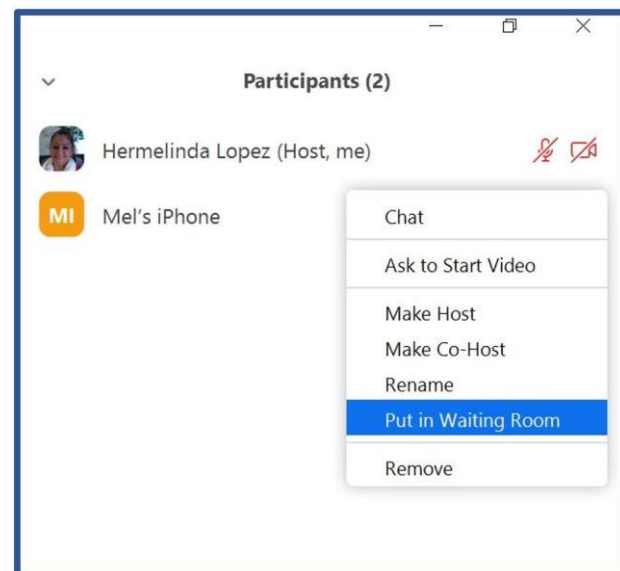
7. Tap Admit to have the participant join the meeting.



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

9. Tap the participant's name and choose **Put in Waiting Room**.

Note: Do not remove the participant if you plan on using this as a Recurring Zoom Session. If you select remove the participant will not be able to join the ID Session again.



Congratulations! You're done!

You have just successfully completed the Enable Waiting Room and Admit Participants into sessions. If you were not able to complete this help guide, call Help Desk at 210-486-0777 and select option 6 for further assistance.