

1. Please visit your Emory's Zoom home page press **Log In**

<https://emory.zoom.us/>



<https://emoryhealthcare.zoom.us/>



2. Please enter your **Emory ID/Password** and press Login

Network ID

Password

Login

3. Go to **Settings**

PERSONAL

Profile

Meetings

Webinars

Recordings

Settings



4. Click on the “**Meetings**” tab and go to “**Security.**”
5. Scroll down to the “Waiting Room” feature. Enable the waiting room feature for all your meetings and set the options to allow / not allow participants into your meetings.

Waiting room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Choose which participants to place in the waiting room:

- Everyone
- Users not in your account
- Users who are not in your account and not part of the allowed domains
emoryhealthcare.org,emory.edu

[Edit Allowed List](#)

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)

Customize the title, logo, and description 

6. Choose to put everyone in the waiting room or allow users in the same enterprise account to bypass the waiting room, and/or add email domains of participants so they can bypass the waiting room.
7. For more information about waiting room options click [here](#).
8. If you have any questions, please contact videoservices@emory.edu