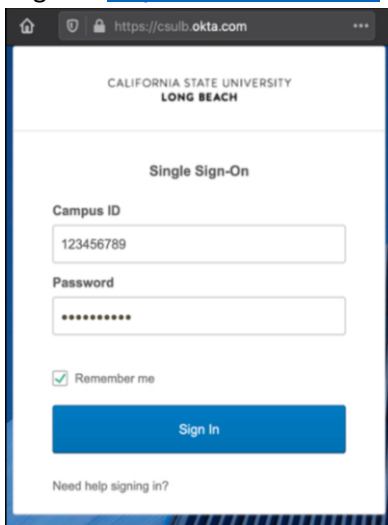


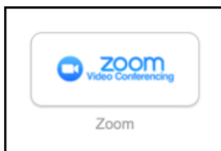
Zoom Security: Enable a Waiting Room for Non-CSULB Guests

The Waiting Room is a Zoom security feature to allow hosts and co-hosts to approve who is admitted to the meeting room (they will appear in a list in the Participants panel on the right). You can set it to automatically admit anyone logged in with their CSULB account, and keep only non-CSULB guests, or those who are not signed in, in the Waiting Room.

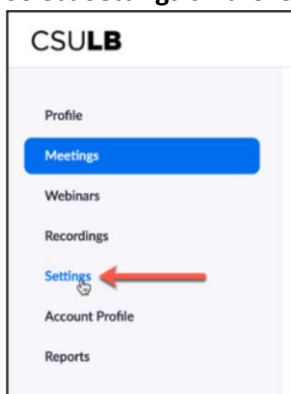
1. Log into <https://csulb.okta.com>



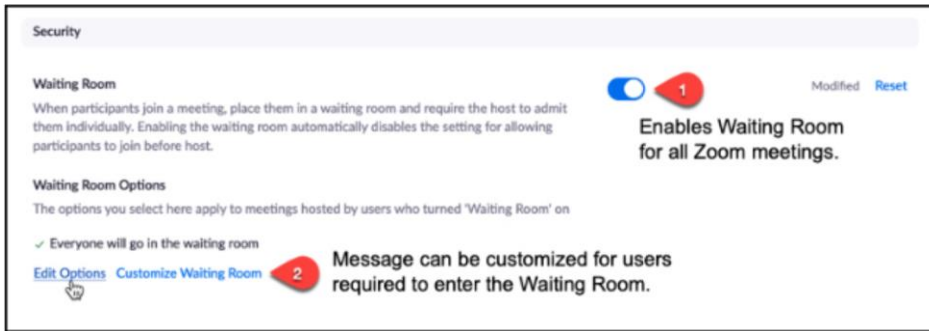
2. Select the **Zoom Video Conferencing** tile from the list of options



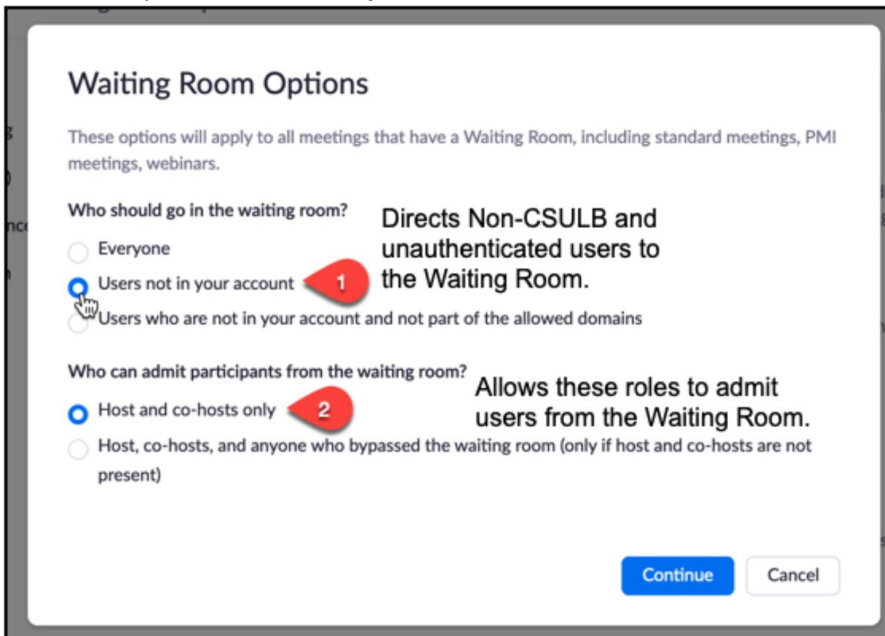
3. Select **Settings** on the left-hand side



- Underneath the **Security** heading, toggle the option **Waiting Room** to enable. You may also customize the message for users directed to the Waiting Room by selecting **Customize Waiting Room**. A logo provided in GIF/JPG/PNG format is also supported.



- Select the option **Users not in your account**



If using a Personal Meeting Room, you will also need to enable Waiting Rooms here:

- Select **Meetings**
- Select **Personal Room** from the top tabs
- Select **Edit** on the bottom
- Check the box for **Waiting Room**
- Save.**

For additional Zoom support and best practices: Zoom@csulb.edu