How to Customize your Zoom Waiting Room

Step 1 – Login to Zoom and click the Settings tab on the left side of the page.

zoom	SOLUTIONS -	PLA
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Settings		
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Figure 1 – Zoom Side Menu

Step 2 – On the screen click Meeting (red arrow), then Security (yellow arrow) and scroll down to Waiting Room Options and click Customize Waiting Room link (purple arrow).

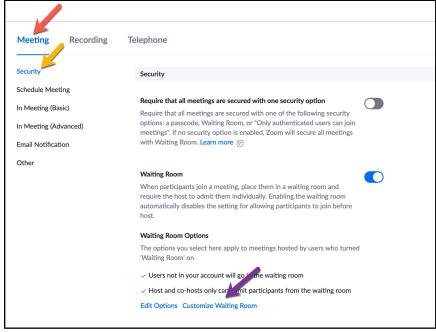


Figure 2 – Settings Screen on Zoom

Step 3 – Upload an image or logo by clicking the pencil under the Logo box.

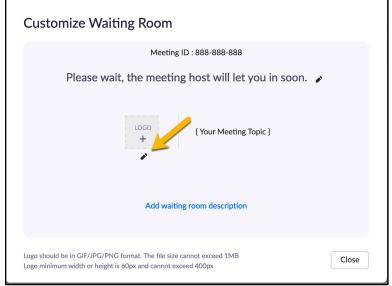


Figure 3 – Upload an image in Customize Waiting Room pop-up

Step 4 – Edit the Title (yellow arrow) and Description (red arrow) of your Waiting Room by clicking the pencil beside each line.

Customize Waiting Room			
Meeting ID : 888-888-888			
Please wait, the meeting host will let you in soon.			
<pre>{Your Meeting Topic } </pre>			
Add waiting room description			
Logo should be in GIF/JPG/PNG format. The file size cannot exceed 1MB Logo minimum width or height is 60px and cannot exceed 400px			

Figure 4 – Edit Title and Description in Customize Waiting Room pop-up

Sector

Meeting ID: 888-888-888
Please wait. The CTL will admit you shortly.
44/64
(Your Meeting Topic)
Thank you for joining today's presentation. We will open the room shortly. We look forward to having you with us today.
119/400
Los should be in GIF/JPG/PNG format. The file size cannot exceed 1MB goo minimum width or height is 60px and cannot exceed 400px
Close

Step 5 – Click the checkmark to save your progress (purple arrows).

Figure 5 – Save New Title and Message in Customize Waiting Room pop-up

Step 6 – Check the edits you have made (red, yellow and purple arrows) and click the Close button (green arrow) when all changes have been completed.

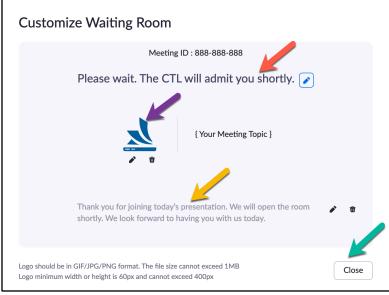


Figure 6 – Check message and close the Customize Waiting Room pop-up