

How to Customize your Zoom Waiting Room

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

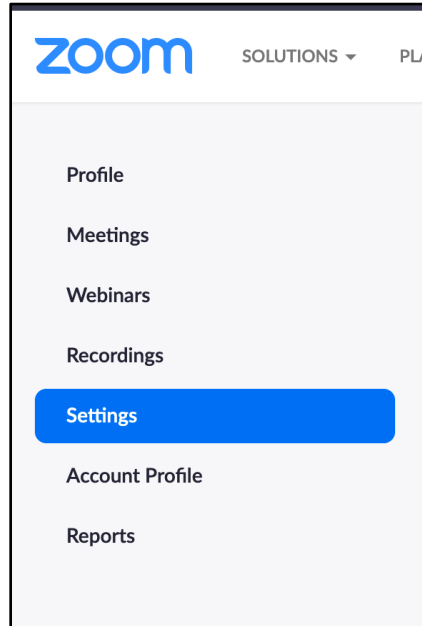


Figure 1 – Zoom Side Menu

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).

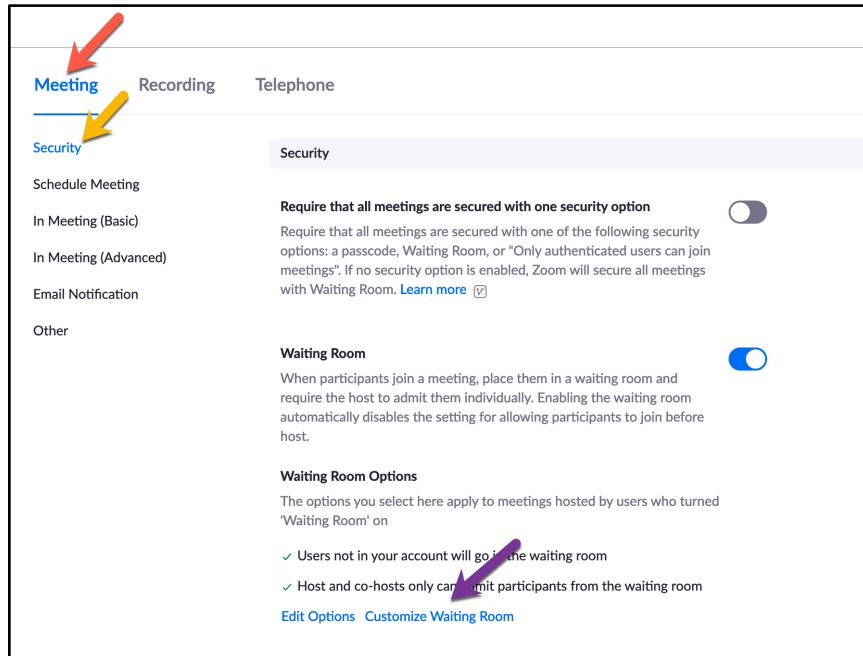


Figure 2 – Settings Screen on Zoom

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

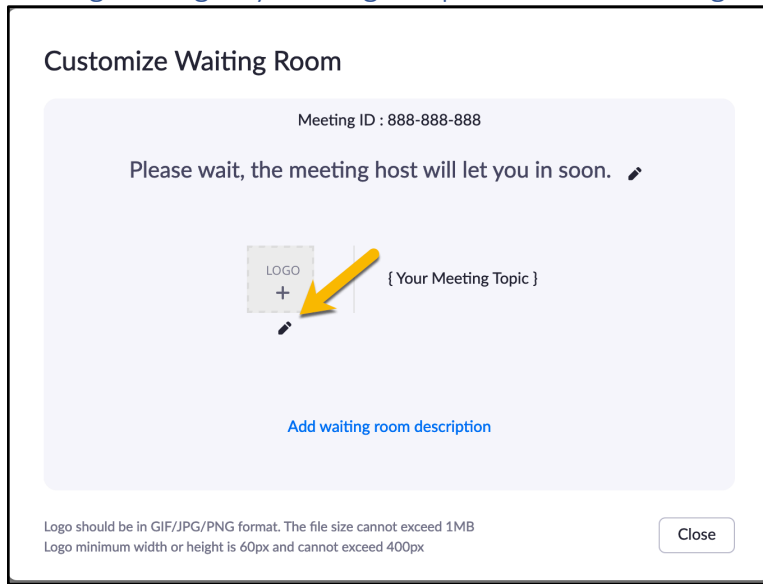


Figure 3 – Upload an image in Customize Waiting Room pop-up

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

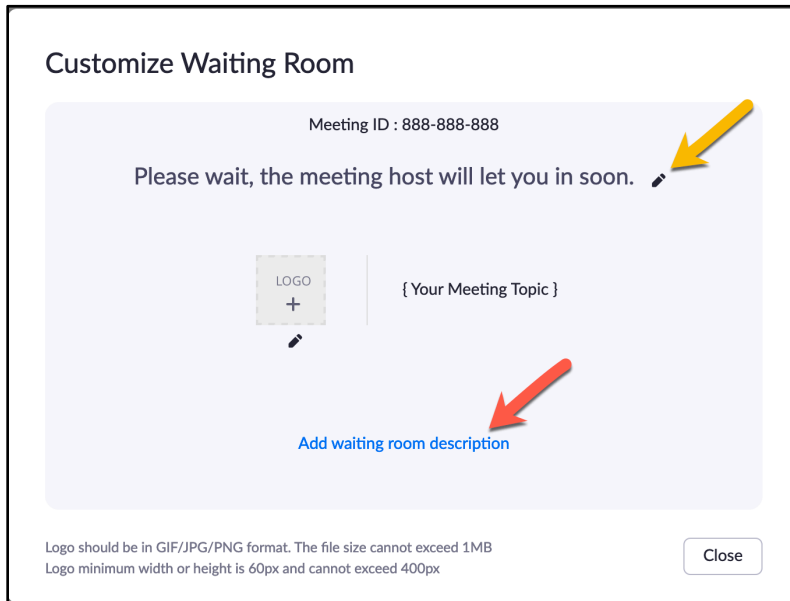


Figure 4 – Edit Title and Description in Customize Waiting Room pop-up

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

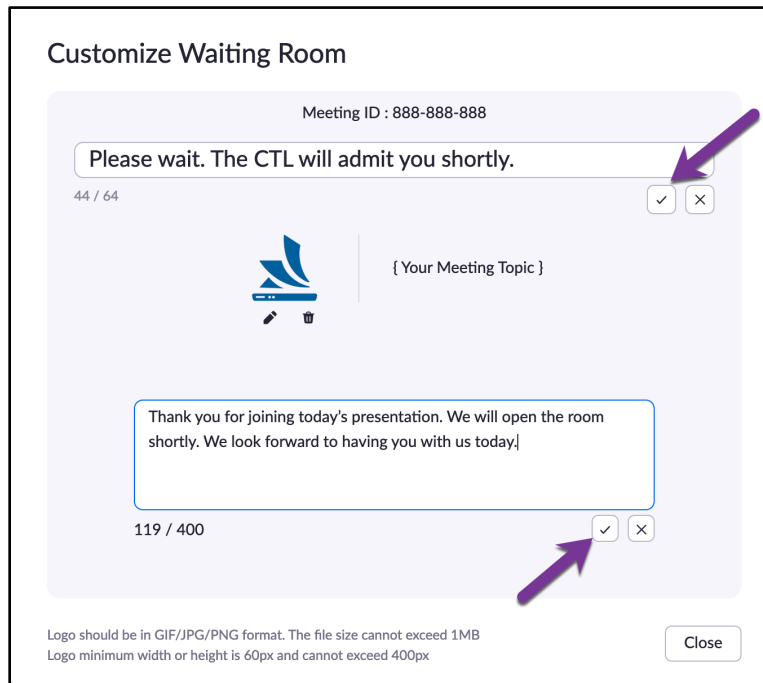


Figure 5 – Save New Title and Message in Customize Waiting Room pop-up

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.

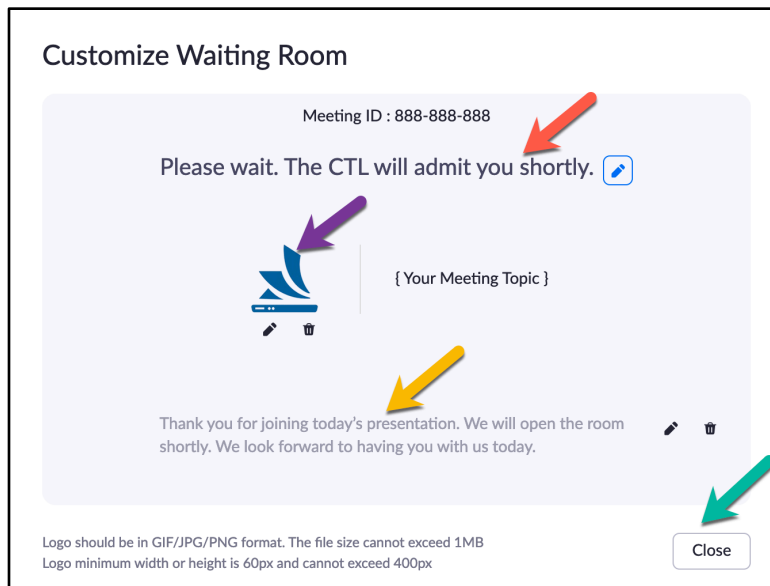


Figure 6 – Check message and close the Customize Waiting Room pop-up