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

CALIFORNIA STATE UNIVERSITY LONG BEACH	
Single Sign-On	
Campus ID	
123456789	
Password	
••••••	
Remember me	
Sign In	
Need help signing in?	

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.



5. Select the option Users not in your account

These options will apply to all meetings, webinars.	ngs that have a Waiting Room, including standard meetings, PMI
Who should go in the waiting room? Everyone Users not in your account Users who are not in your account Who can admit participants from the Host and co-hosts only Host, co-hosts, and anyone who present)	Provide the waiting room (only if host and co-hosts are not
	Continue

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

- 1. Select Meetings
- 2. Select Personal Room from the top tabs
- 3. Select Edit on the bottom
- 4. Check the box for **Waiting Room**
- 5. Save.

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