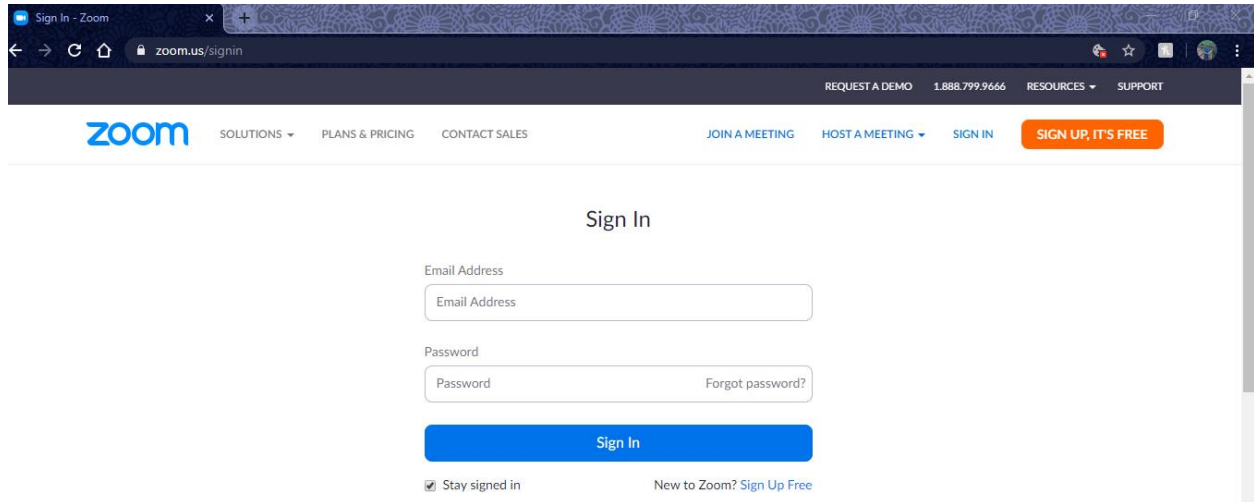


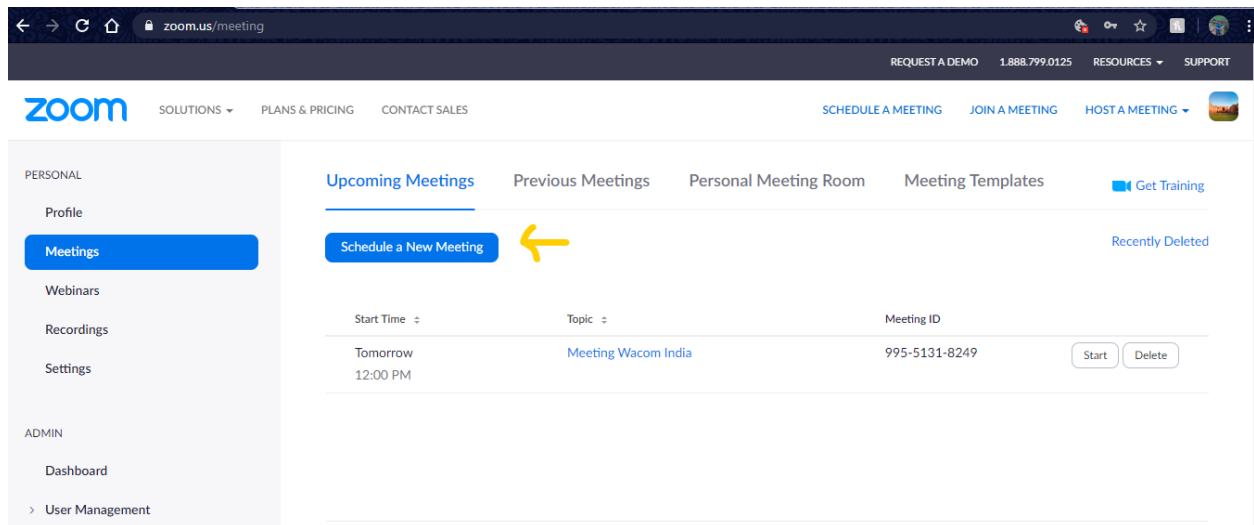
## How to Create meeting with waiting room in ZOOM.

**Step 1.** Sign in into you ZOOM account using this link <https://zoom.us/signin>



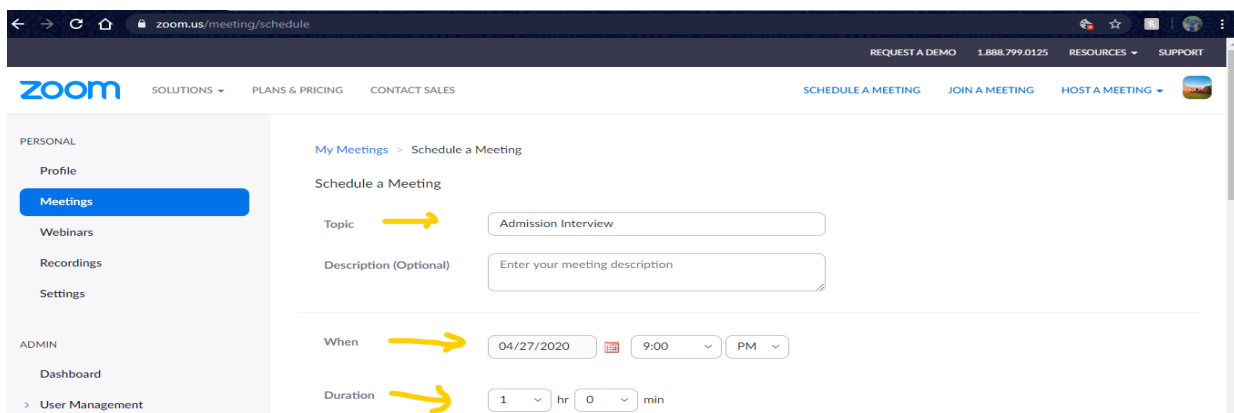
The screenshot shows the Zoom Sign In page. At the top, there's a navigation bar with the Zoom logo and links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and a SIGN UP, IT'S FREE button. The main heading is "Sign In". Below it, there are two input fields: "Email Address" and "Password". A "Forgot password?" link is next to the password field. A blue "Sign In" button is below the fields. At the bottom, there's a checkbox for "Stay signed in" and a link for "New to Zoom? Sign Up Free".

**Step 2.** Once Login Click on ***"Schedule New Meeting"*** as per below picture



The screenshot shows the Zoom Meetings page. On the left, there's a sidebar with "PERSONAL" and "ADMIN" sections. Under "PERSONAL", there are links for Profile, Meetings (highlighted with a blue bar), Webinars, Recordings, and Settings. Under "ADMIN", there are links for Dashboard and User Management. The main content area has tabs for "Upcoming Meetings", "Previous Meetings", "Personal Meeting Room", and "Meeting Templates". A yellow arrow points to the "Schedule a New Meeting" button under the "Upcoming Meetings" tab. Below this, there's a table with columns for "Start Time", "Topic", and "Meeting ID". The table shows one meeting: "Tomorrow 12:00 PM", "Meeting Wacom India", and "995-5131-8249". There are "Start" and "Delete" buttons next to the meeting ID.

**Step 3.** Provide Meeting topic and other details as describe in below pictures.



The screenshot shows the Zoom "Schedule a Meeting" page. The sidebar is the same as in Step 2. The main content area has a heading "My Meetings > Schedule a Meeting". Below it, there's a "Schedule a Meeting" section. There are three input fields: "Topic" (with a yellow arrow pointing to it), "Description (Optional)", and "When" (with a yellow arrow pointing to it). The "Topic" field contains "Admission Interview". The "Description (Optional)" field contains "Enter your meeting description". The "When" field shows "04/27/2020" and "9:00 PM". Below the "When" field, there's a "Duration" section with a yellow arrow pointing to it. The "Duration" field shows "1" hour and "0" minutes.

zoom.us/meeting/schedule

REQUEST A DEMO 1.888.799.0125 RESOURCES SUPPORT

SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Room Management  
Account Management  
Advanced

Attend Live Training  
Video Tutorials  
Knowledge Base

Time Zone (GMT+5:30) India

☒ Recurring meeting Every day, until May 3, 2020, 7 occurrence(s)

Recurrence Daily

Repeat every 1 day

End date ☒ By 05/03/2020 ☐ After 7 occurrences

Registration ☐ Required

Meeting Password ☒ Require meeting password 264000

Video Host ☐ on ☒ off

zoom.us/meeting/schedule

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SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Video Host ☐ on ☒ off

Participant ☐ on ☒ off

Audio ☐ Telephone ☒ Computer Audio ☐ Both

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☒ Enable waiting room

☐ Only authenticated users can join

☐ Record the meeting automatically

zoom.us/meeting/schedule

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SOLUTIONS PLANS & PRICING CONTACT SALES

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING

Meeting Options

☐ Enable join before host

☒ Mute participants upon entry

☒ Enable waiting room

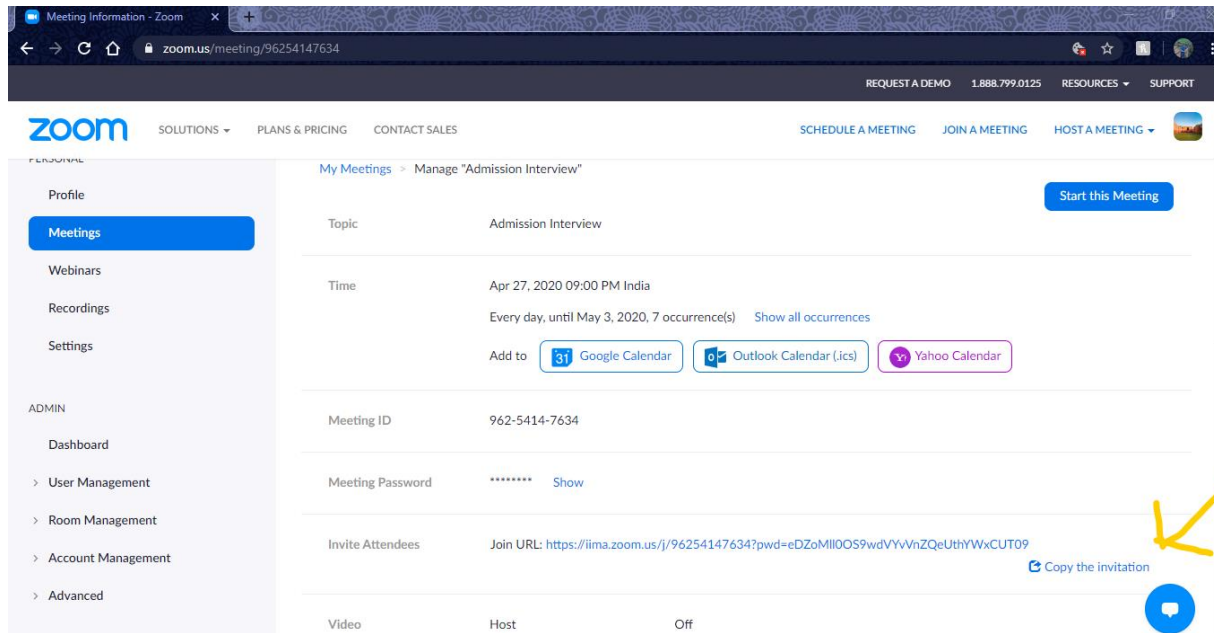
☐ Only authenticated users can join

☐ Record the meeting automatically

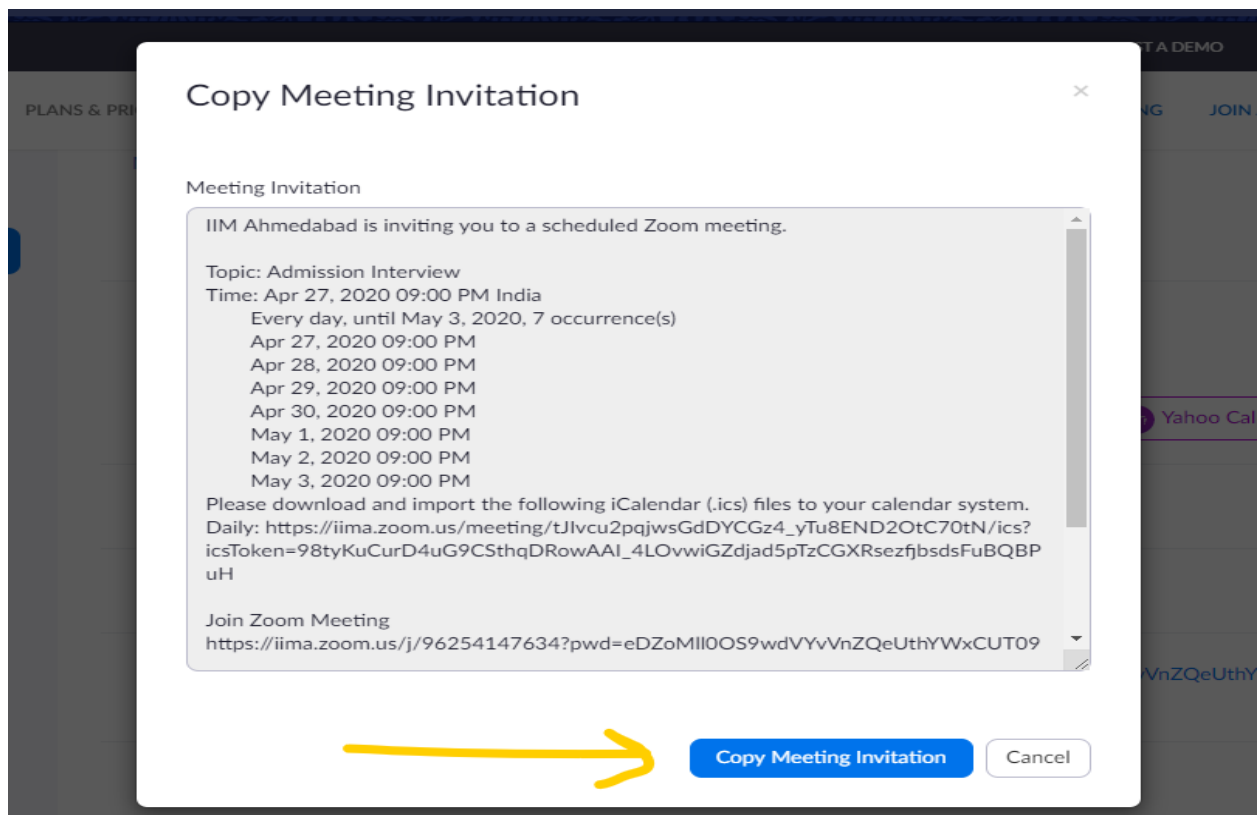
Alternative Hosts Example: mary@company.com, peter@school.edu

Save Cancel

**Step 4.** Once Meeting has been saved, click on ***“Copy the Invitation”*** as shown in below picture.



**Step 5.** This will open a new window as shown in below pic. Click on ***“Copy Meeting Invitation”*** again.



**Step 6.** Send Copied data via email to participants.

**\*\*\*\* Thank You \*\*\*\***