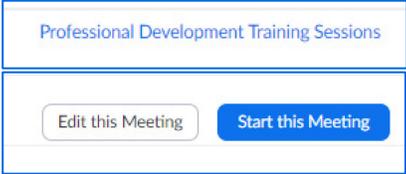
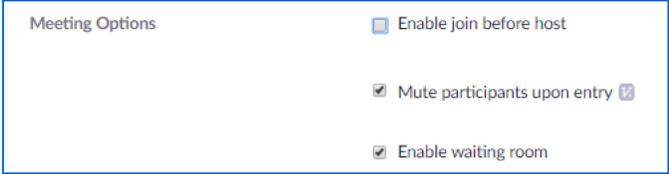


# ENABLE WAITING ROOMS

<p>Go to <a href="https://mayvillestate.zoom.us">mayvillestate.zoom.us</a></p> <p>Click <b>Sign In</b></p> <p>Use your <b>MSU credentials</b> to login (everything before the @ sign).</p>	 
<p><b>To enable a waiting room for an existing meeting:</b></p> <p>Click into the meeting you want to edit.</p> <p>Scroll down and click the <b>Edit this Meeting</b> button</p>	
<p><b>To enable a waiting room for a new meeting:</b> In the meeting creation process, enable waiting rooms will be an option.</p> <p>Scroll down to the <b>Meeting Options</b> section and check <b>Enable waiting room</b>.</p> <p>Make sure that Enable Join Before Host is <b>UNCHECKED</b>.</p>	
<p>Click <b>Save</b> and the settings will be visible on the saved meeting settings page.</p>	