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Module 2: Waiting Room and Managing Participants

Wednesday, 1:00 p.m., May 27, 2020

1. Starting the Hearing (Lee)

i. Waiting Room (Lee)

The Waiting Room allows the Host to control when a Participant joins the meeting. As a Host, you can admit attendees one at a time or hold all attendees in the Waiting Room and admit them all at once.

To use the Waiting Room feature, you need to turn it on in your settings (zoom.us/profile/setting).

Enabling the Waiting Room feature disables allowing attendees to join the meeting before the Host gets there.

You can add standard language to your Zoom Meeting invitation.

“If you share this email, please ensure it is shared only with those whose attendance in the meeting is required.
Participants coming into the meeting will first come into a waiting room, from which they will be admitted by the Host.”

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**Albertyn and Greenberg proposed National Academy of Arbitrators
VTF - RECOMMENDED SETTINGS**

“Join before host

Allow participants to join the meeting before the host arrives.

Turn this OFF

Better to have the participants wait in the Waiting Room until you start the meeting rather than meeting each other without you or engaging in ex parte communication (even innocent conversations) before the other party arrives.”

“Play sound when participants join or leave

Play sound when participants join or leave This is a personal preference.

ON enables you to know when a participant leaves or joins, without checking the Participant list.

OFF saves you the distraction of the sound.”

“Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If waiting room is enabled, the option for attendees to join the meeting before the host is automatically disabled.

Turn this ON

This, like the breakout rooms, is an important feature for a hearing. It enables the host to check who is coming into the meeting before they are admitted. Also, it enables the host to place someone in the waiting room during the meeting, e.g. a witness, while an evidentiary objection is being made.”

“Choose which participants to place in the waiting room:

All participants

Customize the title, logo, and description

Click "All participants". This means everyone is put into the waiting room, awaiting admittance by the host at the start of the meeting.

You can, by clicking on the / , customize your message to those arriving in, or being placed into, the waiting room.”

“When attendees join meeting before host

Notify host when participants join the meeting before them.

Keep this ON.

This will not function if no-one is allowed to join the meeting before the host, which is a recommended setting above. However, if an attendee does join the meeting before the host, you should be notified.”

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<https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms>

1. Enabling/Disabling Waiting Room during a Meeting (Lee)

As Host, tap **Manage Participants**.

Click **More** at bottom of Participants' window and tap **Put Attendee in Waiting Room on Entry** to enable the feature.

https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms#h_b2103f53-a263-4637-8b16-8f0ca9d6a538

2. Admitting Participants during a Meeting (Lee)

As the meeting Host, tap **Manage Participants**.

Tap **Admit** to have Participant join meeting.

Admit all Participants from Waiting Room. (Lee)

As the meeting Host, tap **Manage Participants**.

Click **Admit all**.

https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms#h_8aff6b9-54a3-49ec-93dc-4b161d00987b

https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms#h_ed1916d1-c87c-495a-87ec-fe2416b1af8a

3. Sending Participants to a Waiting Room (Lee)

As the meeting Host, click **Manage Participants**.

Tap Participant's name and choose **Put in Waiting Room**.

https://support.zoom.us/hc/en-us/articles/360022174112-Using-a-Waiting-Room-with-Zoom-Rooms#h_fe31aa37-a07d-4b3e-8696-c578fd6285f6

ii. Security (Lee)

<https://support.zoom.us/hc/en-us/articles/360041848151-In-meeting-security-options>

- iii. **Lock Meeting**
- iv. **Enable Waiting Room**
- v. **Allow participants to:**

Share Screen will be covered in Module 3 on June 3, 2020

Chat

<https://support.zoom.us/hc/en-us/articles/203650445-In-Meeting-Chat>

Rename Themselves

<https://zoom.us/security>

<https://zoom.us/docs/en-us/privacy-and-security.html>

###

I. Managing Participants —(Betty)

A. Restricting participants to enhance security

- i. Using the waiting room —they are out there until you bring them in—
*co-hosts can admit, but only the host can enable this feature in her settings
*currently there is no sound—later, possibly music
- ii. Mute participants/ request participant to unmute
- iii. Stop a participant's video/request that a participant starts their video
- iv. Prevent participants from [screen sharing](#)
- v. Rename a participant—helpful when only a phone # shows
- vi. Remove a participant—not allow person to reenter
- vii. Lock the meeting to prevent anyone new from joining

B. Enabling participants to enhance dynamics

- i. Allow screen sharing
- ii. Allow renaming—(Host can do this without permission)
- iii. Make a co-host(s)
- iv. Place parties in breakout rooms for caucus—
*rename the rooms—such as *Caucus Room, Employer's Room, Union's Room, Arbitrator & Advocates' room*—for private conversation with no interruptions
*Set them up beforehand

- v. Allow parties to leave breakout rooms and return to main
- vi. Allow use of a virtual background (better looking environment)
- vii. Allow participants to invite others**

<https://support.zoom.us/hc/en-us/articles/115005759423-Managing-Participants-in-a-Meeting>

II. Participants:

- A. Find the participants' participants icon on your screen the bottom, most likely to the right of your "start/stop video" icon you should see a number—indicating the number of people in your meeting.

Clicking on that icon, opens a side screen with the names of participants listed in the following order:

- i. You, or the host—if you're not the host
- ii. Phone numbers with no names
- iii. Unmuted participants (sorted alphabetically)
- iv. Muted participants (sorted alphabetically)
- v. A guest is anyone who is signed in from an email address that is not in the same account as the host

For our purposes, anyone who is not the host is considered a "guest." <https://support.zoom.us/hc/en-us/articles/115004791123-Identify-Guest-Participants>

- B. The Host can **mute** all participants that are already in the meeting as well as new participants joining the meeting by going to the participants list and clicking "mute all." The security shield menu allows the Host to let participants unmute themselves. However, if participants **mute themselves**, the Host can not unmute them. She can **request them to unmute** themselves.

<https://support.zoom.us/hc/en-us/articles/203435537-Mute-All-And-Unmute-All>

- C. The Host can invite a non-participant while the meeting is on-going by emailing a link directly to that person to join the on-going meeting The Host can allow participants to do so (See B. vii above).

- D. As discussed above, the Host can lock the meeting. Once she does, no one will be allowed to enter. If she removes participants from the meeting, the meeting remains locked to those individuals, **as long as her setting do not allow** a removed participant to return. [https://support.zoom.us/hc/en-us/articles/115005759423 - h_135deff0-a391-4162-861b-204c020febb3](https://support.zoom.us/hc/en-us/articles/115005759423-h_135deff0-a391-4162-861b-204c020febb3)

###

MY SETTINGS

Play sound when participants join or leave

Play sound when participants join or leave

ModifiedReset

Heard by host and all attendees Heard by host only

###

Allow removed participants to rejoin

Allows previously removed meeting participants and webinar panelists to rejoin

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Waiting room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

ModifiedReset

Choose which participants to place in the waiting room:

All participants Guest only

Customize the title, logo, and description

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When attendees join meeting before host

Notify host when participants join the meeting before them

When a meeting is cancelled

Notify host and participants when the meeting is cancelled

When an alternative host is set or removed from a meeting

Notify the alternative host who is set or removed



When someone scheduled a meeting for a host

Notify the host there is a meeting is scheduled, rescheduled, or cancelled



###

SCHEDULE MEETING

Schedule Meeting

Host video

Start meetings with host video on



Participants video

Start meetings with participant video on. Participants can change this during the meeting.



Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Telephone and Computer Audio Telephone Computer Audio

Join before host

Allow participants to join the meeting before the host arrives