## **MOVING ATTENDEES TO THE WAITING ROOM**

From the Participants pane, you can easily move an attendee to the waiting room.

1. From the meeting controls, click Manage **Participants** 2. In the Participants pane (right-hand side), you will Participants (2) see your meeting attendees (Host, me, participa George Washington 3. To put the attendee in the waiting room, Participants (2) Click the attendee's name (Host, me, participa Click More George Washington 4. From the menu, click Put in Waiting Room Make Host Make Co-Host Allow Record Assign to type Closed Caption Rename Put in Waiting Room 5. The attendee is moved to the waiting room 1 participant in the meeting

For more information, please visit <a href="CSUB Zoom">CSUB Zoom</a>



(Host, me, participa