

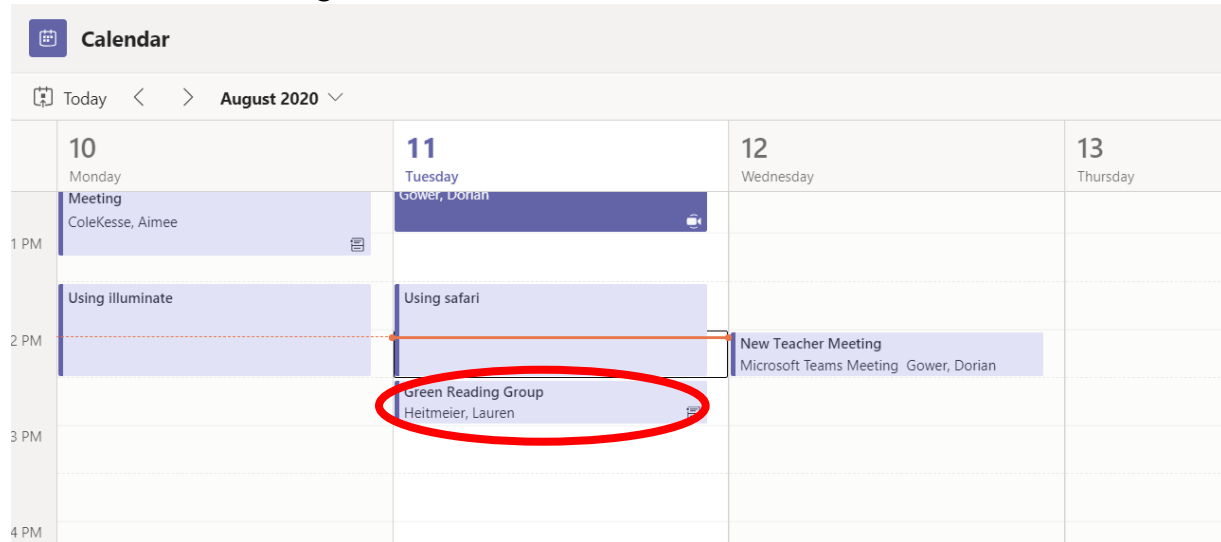
How to Make Students Wait in the Lobby

For all your meetings, you should adjust the settings to make sure students wait in the lobby before the meeting begins.

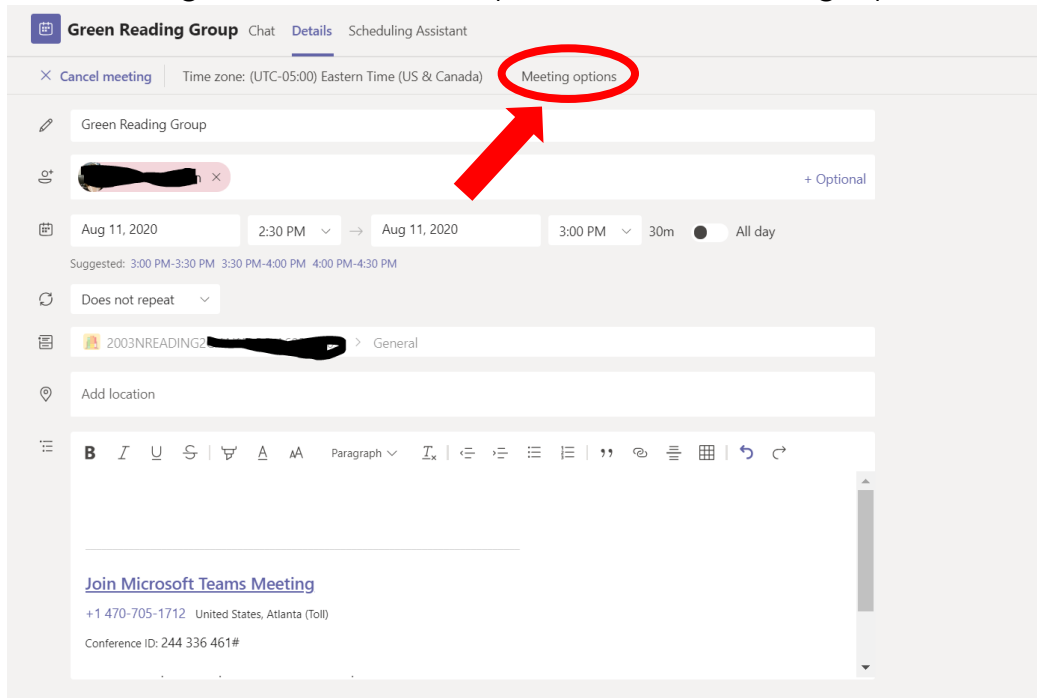
Watch this video to see the steps:

<https://www.youtube.com/watch?v=xNEfnh9ladl&feature=youtu.be> OR follow the steps below.

1. Once you've created the meeting, go back to find the meeting on your calendar. Click on the meeting.



2. The meeting window will then open. Click on Meeting Options.



3. Your meeting settings will then be pulled up. Make sure to select Only Me in the Who can bypass the lobby section. Make sure Only Me is selected in the Who can present section.

The screenshot shows the meeting settings for a group named "Green Reading Group". The meeting is scheduled for August 11, 2020, from 2:30 PM to 3:00 PM, and is hosted by Lauren Heitmeier. Under the "Meeting options" section, there are four settings:

- "Who can bypass the lobby?": A dropdown menu with "Only me" selected. This dropdown is circled in red.
- "Always let callers bypass the lobby": A toggle switch that is currently turned off (to the left).
- "Announce when callers join or leave": A toggle switch that is currently turned off (to the left).
- "Who can present?": A dropdown menu with "Only me" selected. This dropdown is also circled in red.

At the bottom right of the settings panel, there is a blue "Save" button.

4. Then press Save. Your students will now be required to wait in the lobby for your meeting. Once you start the meeting, you will be able to let the students in.