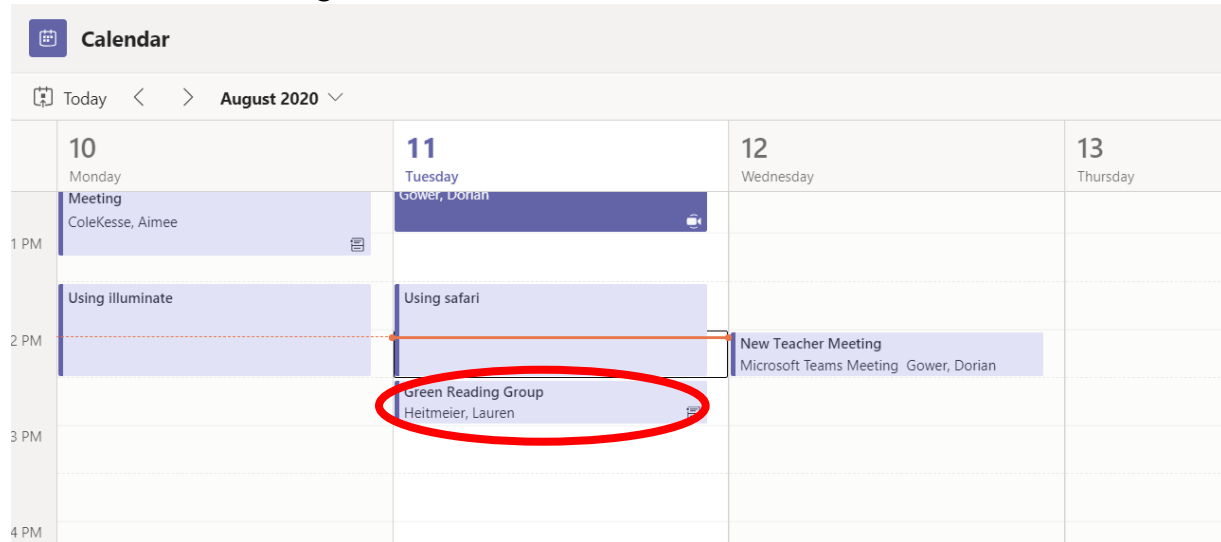# How to Make Students Wait in the Lobby

For all your meetings, you should adjust the settings to make sure students wait in the lobby before the meeting begins.
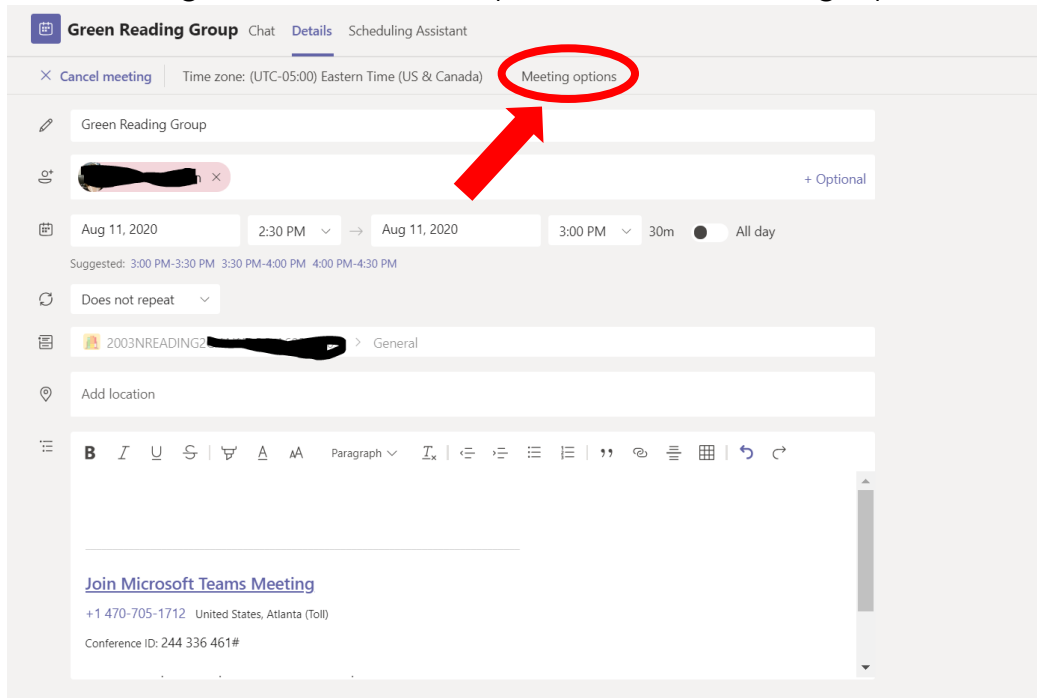
Watch this video to see the steps:
https://www.youtube.com/watch?v=xNEfnh9ladI&feature=youtu.be OR follow the steps below.

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.

Green Reading Group

August 11, 2020, 2:30 PM - 3:00 PM

Heitmeier, Lauren

Meeting options

Who can bypass the lobby?	Only me
Always let callers bypass the lobby	No
Announce when callers join or leave	No
Who can present?	Only me

Save

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.