For Zoom meetings scheduled prior to 7:00 a.m. on Friday, April 3, Information Technology strongly recommends all Faculty, Staff, and Students to update their Zoom meetings to include a Waiting Room.

This feature will allow you to control which participants join your meetings and it will allow you to admit participants one at a time or to admit them all at once.

You can enable a Waiting Room for an existing meeting by doing the following:

• In a web browser, go to the UWSP Zoom portal at https://uwsp.zoom.us, click on the “Sign in” button and enter your UWSP username and password when prompted.

• In the left-hand column, click the “Meetings” link.

• Select the “Topic” of the meeting you want to update.

• In the bottom right-hand corner of the page that opens, click the “Edit this Meeting” button.

• In the “Meeting Options” section, put a check in the box next to “Enable waiting room.”

• Click the “Save” button.

This change will take effect immediately and you do not need to notify meeting participants or update meeting invitations.

Using the Waiting Room feature

Use the ‘Manage Participants’ button in a Zoom meeting to admit individuals one at a time or to admit them all to the meeting, or to send an individual to the waiting room.

For more details on using a Waiting Room, see the Zoom KB article.

UWSP's Information Technology department took additional steps to ensure secure classrooms:

1. “Enable join before host” was changed to “off” for all users. This means people that try to join a meeting before the host will see a pop-up dialog that says “The meeting is waiting for the host to join.” Once the host joins the meeting, the other participants can be joined to the meeting.

2. Passwords for meetings were turned on for all meetings.

3. The default for screen sharing was changed from "All Participants" to "Only Host"