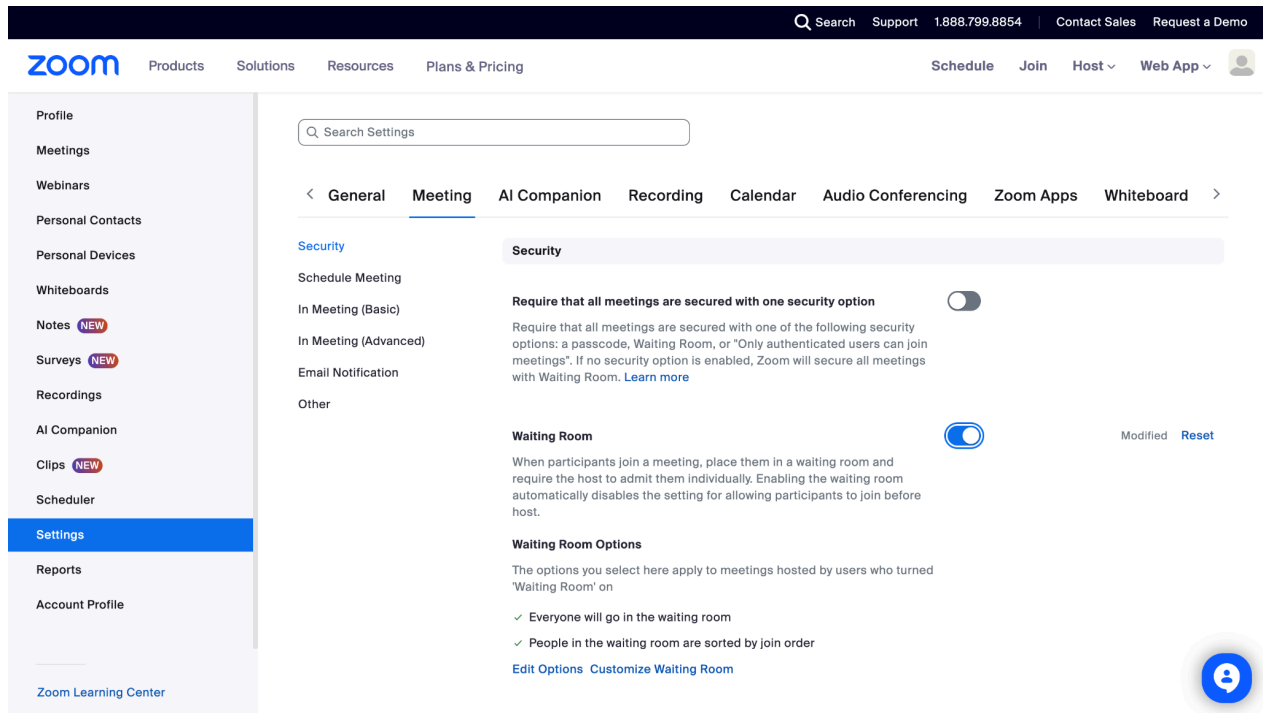# Instructions for Uploading Zoom Waiting Room Presentations

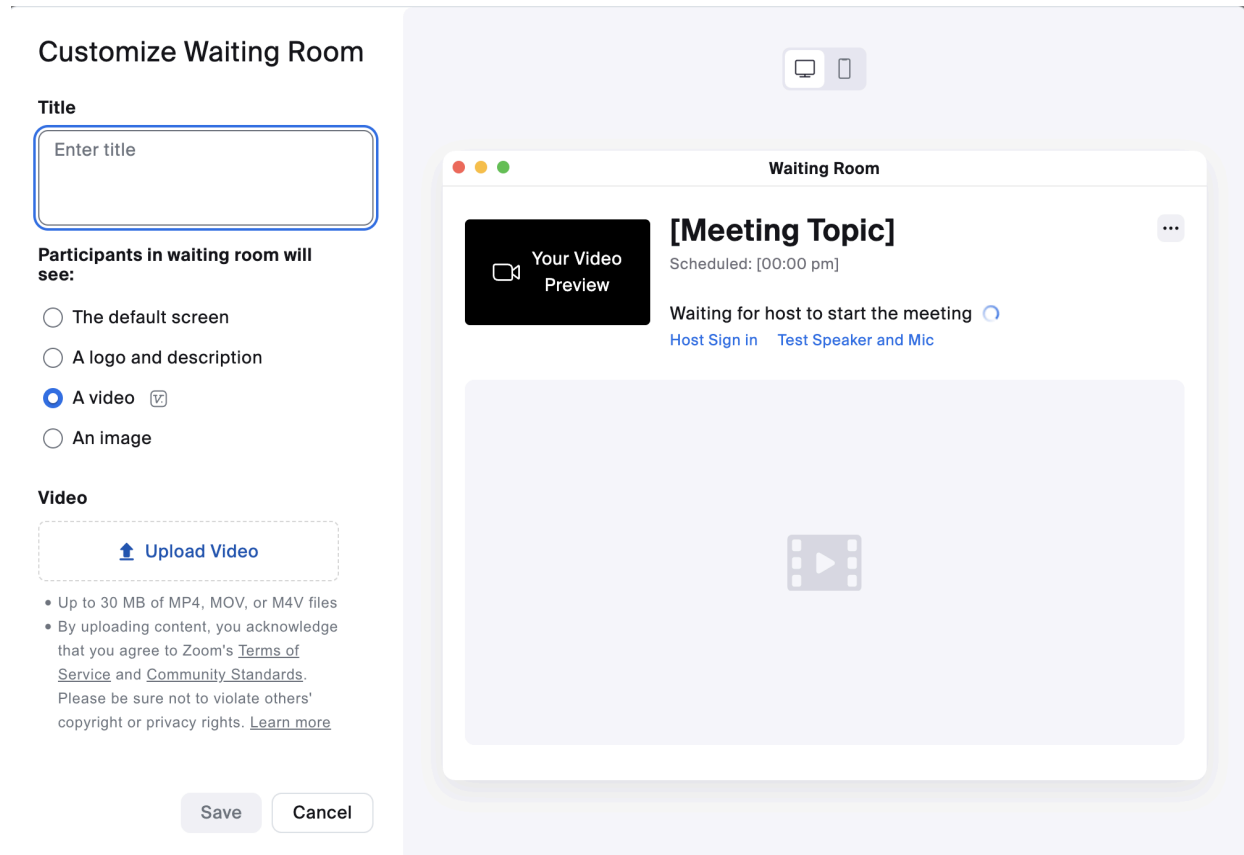If you do not have Zoom waiting rooms set up for your meetings start here.
1. Go to your UF zoom account through your browser.
2. Go to settings. You'll find it in the menu on the left hand side of your screen. Make sure you are in the Meeting tab of settings. See image below.

3. Enable the waiting room option.

If you already have waiting rooms for your zoom presentations navigate to the Meeting tab of settings and continue through the instructions from here.

4. Under the waiting room setting there is blue text that says "customize waiting room" click this. It will bring you to a page that looks like the image below.

Customize Waiting Room

Title

```
Enter title
```

Participants in waiting room will see:

- ◯ The default screen
- ◯ A logo and description
- ⬤ A video [V]
- ◯ An image

Video

⬆ Upload Video

- Up to 30 MB of MP4, MOV, or M4V files
- By uploading content, you acknowledge that you agree to Zoom's Terms of Service and Community Standards. Please be sure not to violate others' copyright or privacy rights. Learn more

Save   Cancel

Waiting Room

Your Video Preview

[Meeting Topic]
Scheduled: [00:00 pm]

Waiting for host to start the meeting ◯
Host Sign in   Test Speaker and Mic

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5. Select the video option.
6. This will bring you to a place where you can upload a video to zoom. You must have the videos already downloaded to your device inorder to upload them to zoom.
7. Once you have uploaded the video the save button in the bottom left hand corner will turn blue click this.

Now all of your Zoom waiting rooms will play the video when participants join.

Thank you,

CWC Outreach Team