

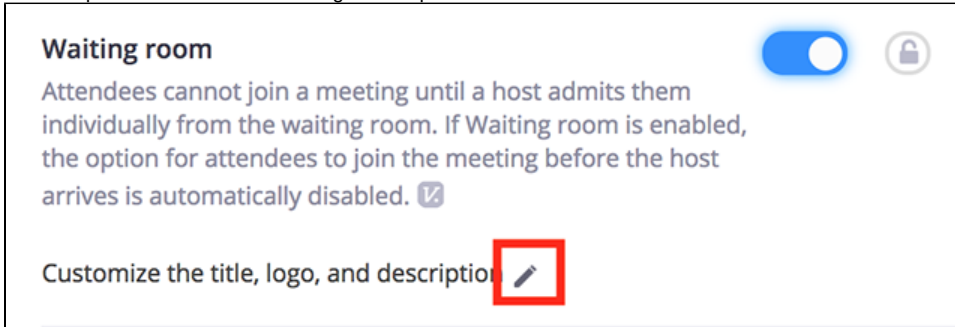
# Customize the Waiting Room in Zoom

You can customize the waiting room title, logo, and description at an account, group, or user level.

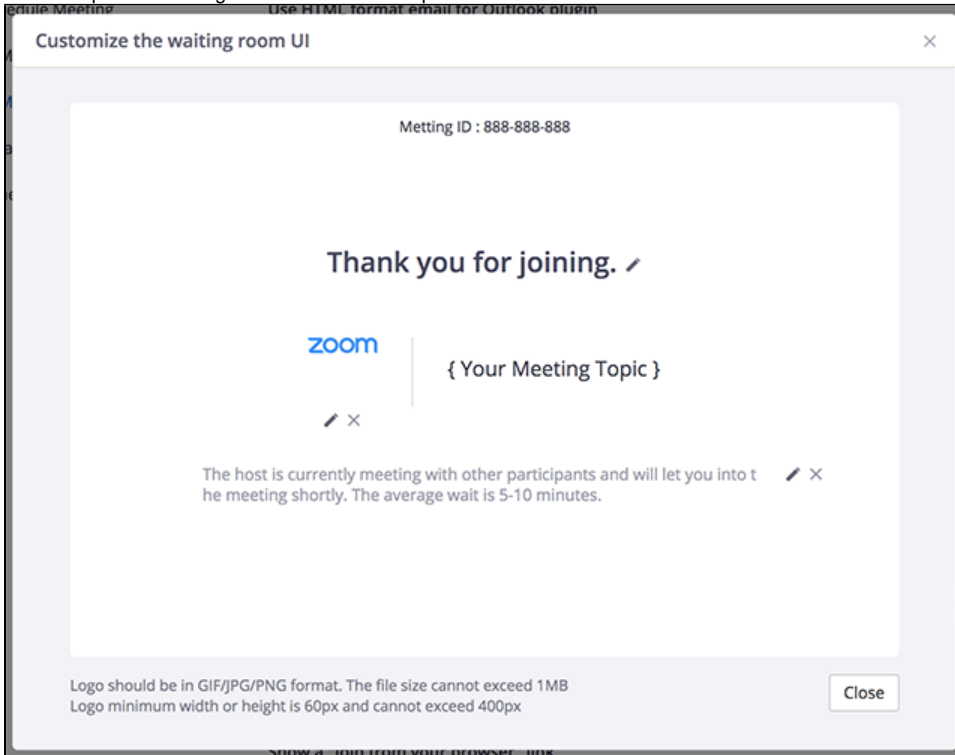
Note: You will need to [enable waiting room](#) before you have the option to customize it.

## Instructions:

1. Go to <https://albany.zoom.us>
2. Click **Sign In**
3. Scroll down to the Waiting Room option under In Meeting (Advanced)
4. Click the pencil icon below the Waiting Room option.



5. This will open the waiting room customization options.



- Title: Click the pencil next to Please wait, the meeting host will let you in soon. to update the meeting title. Click when you are done.  
Note: Titles are limited to 64 characters.
  - Logo: To upload a logo, click the pencil icon.  
Note: Logos can be in GIF, JPG or PNG format. They cannot exceed 1MB. The minimum height and width is 60px and the maximum is 400px.
  - Description: Click Add waiting room description to add a description to the waiting room. Click when you are done.  
Note: The description is limited to 400 characters.
6. Click **Close** when you are done.
  7. Participants will see your custom waiting room when they join the meeting.

Need more help? Submit an [ITS Service Desk Request](#).