How to set Join Before Host Setting

Initially, do the following (this is a one-time setting),

1. Go to settings and search for `Allow participants to join before host` in the search box.
2. Turn on the settling.
3. Check the `Participants can join` check box.
4. Set the desired time by selecting it from the dropdown. It's recommended to keep the time either `5 minutes before start time` or `10 minutes before start time`. Do not set it to `anytime`.

Check the settings below every time you schedule a meeting.

1. Scroll down until you find `Options`
2. Click `Show`
3. See if the `Allow participants to join` check box is checked. If not, check it.
4. Adjust the time if needed.

Options   Hide

- ☑ Allow participants to join | 5 minutes before start time ⌄ |
- ☐ Q&A
- ☑ Mute participants upon entry
- ☐ Breakout Room pre-assign
- ☐ Automatically record meeting
- ☐ Automatically start Meeting Summary
- ☐ Automatically start AI Companion questions
- ☐ Approve or block entry to users from specific regions/countries

Alternative Hosts

| Enter user name or email addresses |

- ☐ Allow alternative hosts to add or edit polls

Save   Cancel

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