

Setting a ZOOM meeting to only authenticated users can join (CUHK only)

Last Modified on 19/07/2021 6:32 pm HKT

Introduction

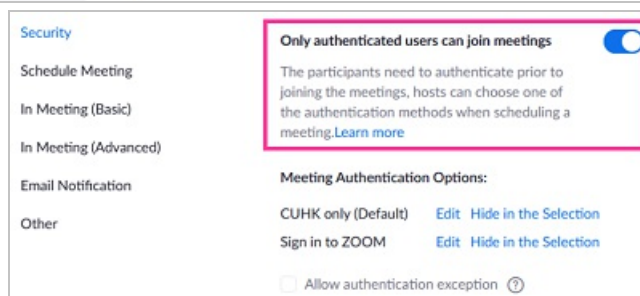
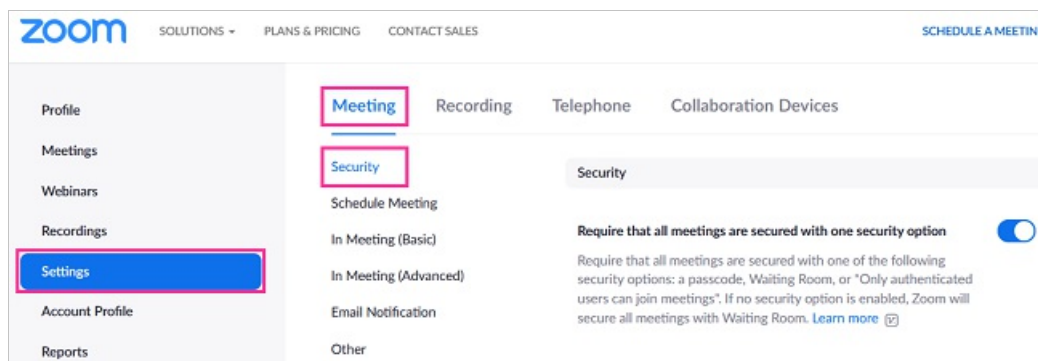
By default, anyone who has the link and passcode of a Zoom meeting can join the meeting (or arrive at the waiting room of the meeting). You could set the meeting to 'Only authenticated users can join (CUHK only)', so participants will be required to sign in via CUHK Login page before joining the meeting. Also, the user information (e.g., name, email) will be captured in the reports.

For more information, please refer to:

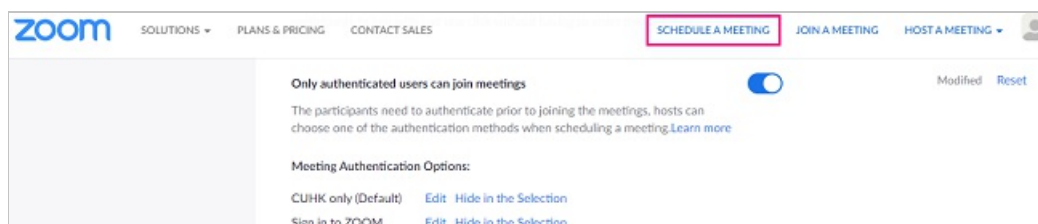
- Zoom Help Center: [Scheduling meetings](https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings) (<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>)
- CUHK EdTech Help Center: [ZOOM Instructor Guide](https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-guide) (<https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-guide>)

Instruction

1. Access <https://cuhk.zoom.us> > "Settings". Under "Meeting", select "Security", scroll down and enable "Only authenticated users can join meetings". You should see "CUHK only (Default)" for "Meeting Authentication Options".



2. Then, [Schedule a Meeting](https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings) (<https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings>).



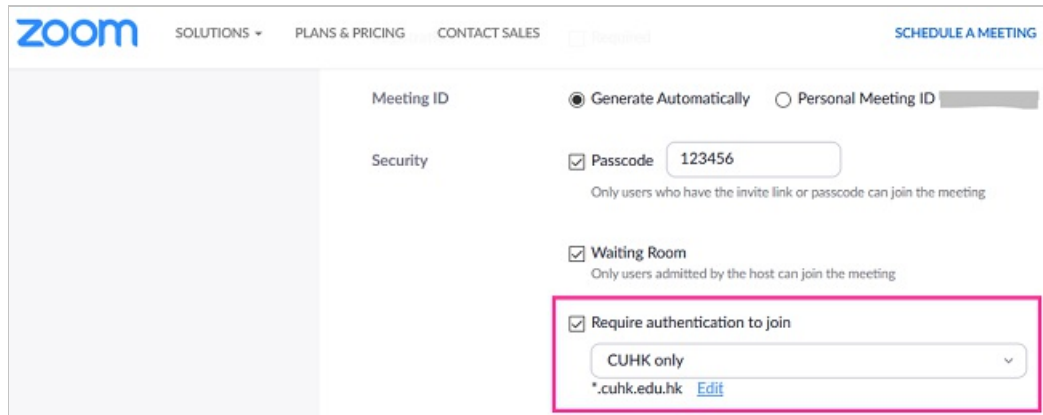
3. Please note that this setting only applies to Zoom desktop client and Zoom app. Please consider selecting "Computer Audio only" to prevent participants from joining meetings without authentication using telephone.

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Audio Telephone Computer Audio Both

4. Under "Security" option, select "Require authentication to join". Then you should be able to see "CUHK only" and "*.cuhk.edu.hk" under the option. "Save" this setting for the meeting.



The screenshot shows the Zoom meeting settings interface. At the top, there are navigation links: SOLUTIONS, PLANS & PRICING, CONTACT SALES, and a 'Required' status indicator. A 'SCHEDULE A MEETING' button is in the top right. The main content area is divided into sections. The 'Meeting ID' section has two radio buttons: 'Generate Automatically' (selected) and 'Personal Meeting ID'. The 'Security' section contains three checked options: 'Passcode' (with a text input field containing '123456'), 'Waiting Room', and 'Require authentication to join'. The 'Require authentication to join' option is highlighted with a red box and includes a dropdown menu showing 'CUHK only' and a text input field containing '*.cuhk.edu.hk' with an 'Edit' link below it.