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

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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)
- CUHK EdTech Help Center: ZOOM Instructor Guide (https://help.edtech.cuhk.edu.hk/docs/zoom-instructor-guide)

Instruction

1. Sign in to CUHK Zoom web portal (https://cuhk.zoom.us (https://cuhk.zoom.us/)) to schedule a meeting (https://support.zoom.us/hc/en-us/articles/201362413-Scheduling-meetings).

ZOOM Products	Solutions Resources Plans &	Pricing	Schedule Jo	in Host ~ Web App ~
Profile	General	Only authenticated meeting participants and webinar Modified Ret attendees can join meetings and webinars Meeting participants and webinar attendees will need to authenticate prior to joining a session. Hosts can choose one of the options below when scheduling meetings or		Modified Reset
Meetings	Security			
Webinars	Schedule Meeting			
Personal Contacts	In Meeting (Basic)	webinars.Learn more		
Personal Devices	In Meeting (Advanced)	Meetings & Webinar Authentication Op	tions:	
Notes	Email Notification	CUHK only (Default)	Edit Hide in the Selection	
Surveys	Other	Sign in to ZOOM	Edit Hide in the Selection	
Recordings & Transcripts		Signed in to account associated with invited email	Edit Hide in the Selection	

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

zoom	SOLUTIONS +	PLANS & PRICING CONTACT SALE	SCHEDULE A MEETING
		Meeting ID	Generate Automatically O Personal Meeting ID
		Security	Passcode 123456
			Waiting Room Only users admitted by the host can join the meeting
			Require authentication to join
			CUHK only ~
			*.cuhk.edu.hk Edit

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.

Audio	 Telephone 	Computer Audio	⊖ Both

4. If you wish to set "Require authentication to join (CUHK only)" to be the default setting of your meetings, please go to Settings > Meeting > Security.

200M Products \$	Solutions Resources Plans &	& Pricing Schedule Join Host ~ Web App ~
Profile Meetings	Q Search Settings	
Webinars	< Al Companion G	eneral Meeting Webinar 💷 Recording Calendar Audio Conferencing Zoc >
Personal Contacts		
Personal Devices	Settings that only imparticular	ct webinar can be found on the Webinar tab. Settings that are shared between meetings and webinars can be $ imes$
Notes	configured on this tab.	
Surveys	General	General
Recordings & Transcripts	Security	
lips	Schedule Meeting	Meeting assets
Settings	In Meeting (Basic)	For meetings I host, display these features for participants in the client Meetings tab:
Reports	In Meeting (Advanced)	Joined status of each participant 🕥
	Email Notification	Links and attachments from meeting chat ①
Account Profile		

5. Find and enable **Only authenticated meeting participants and webinar attendees can join meetings and webinars**. You should see "CUHK only (Default)" under "Meetings & Webinar Authentication Options".

Meeting participants and webinar attend authenticate prior to joining a session. H the options below when scheduling meet more	osts can choose one of
Meetings & Webinar Authentication Opt	ions:
CUHK only (Default)	Edit Hide in the Selection
Sign in to ZOOM	Edit Hide in the Selection
Signed in to account associated with invited email	Edit Hide in the Selection