

Zoom: Only Authenticated Users Can Join

Authentication profiles allow hosts to restrict meeting participants to logged-in users only. This can be useful if the host wants to restrict the participant list to verified users or users from a certain organization.

Restricting meetings to authenticated users on the UNF domain provides added security against Zoom bombing by outside users. Enabling this feature will force students to log into Zoom with their official UNF licensed accounts.

Instructors who intend to generate usage reports, schedule pre-assigned breakout rooms, or use the aPlus+ Attendance integration with Zoom should require authenticated users who are logged in on the UNF domain.

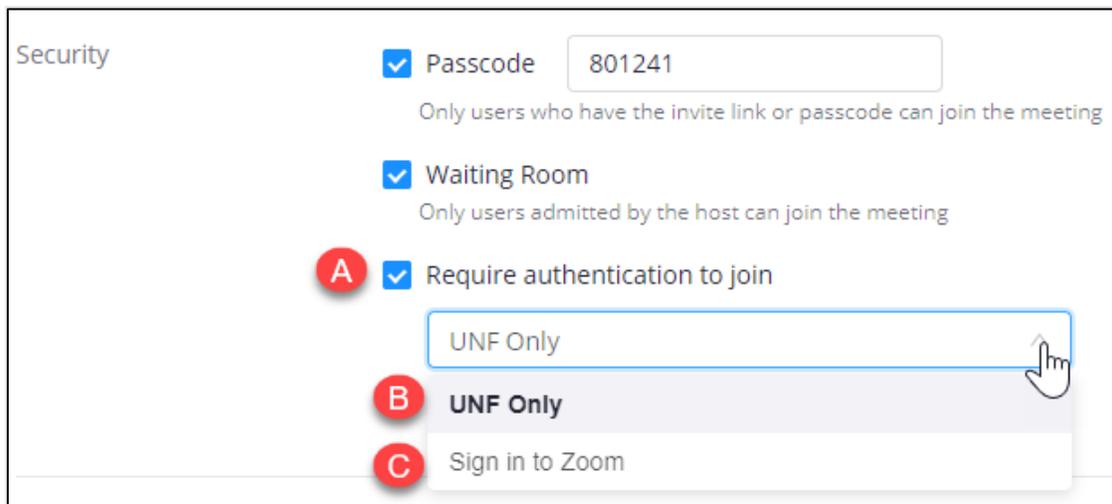
Enabling Authenticated Users

Requiring authenticated users can be enabled while scheduling a meeting from the web portal (unf.zoom.us), desktop or mobile application, or Canvas Zoom integration.

- A.** Select the **Require authentication to Join** option within the Security section of the meeting settings.
- B.** The default selection (UNF Only) will require participants to log in with an email account on the UNF domain using the Single Sign On (SSO) option. **This is the recommended selection for class meetings.**

See resources titled Sign in With SSO for more information

- C.** The host can choose to change the selection on the drop-down menu to Sign in to Zoom, which will allow participants to sign into Zoom with either a personal account or an account on the UNF domain.



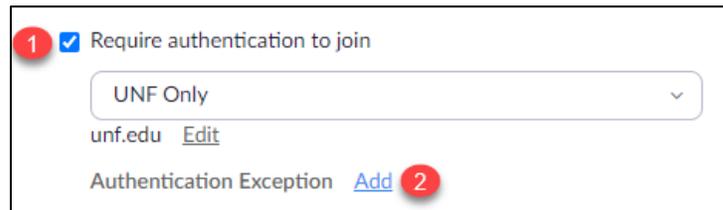
Adding Authentication Exceptions

Meeting hosts can add exceptions for individuals who should bypass the authentication requirement. This is useful for inviting guest lecturers or outside participants who do not have a UNF email address.

Authentication exceptions must be added from the Zoom Web Portal at unf.zoom.us. This option is not available when scheduling or editing meetings through the Zoom desktop application or the Zoom Canvas integration.

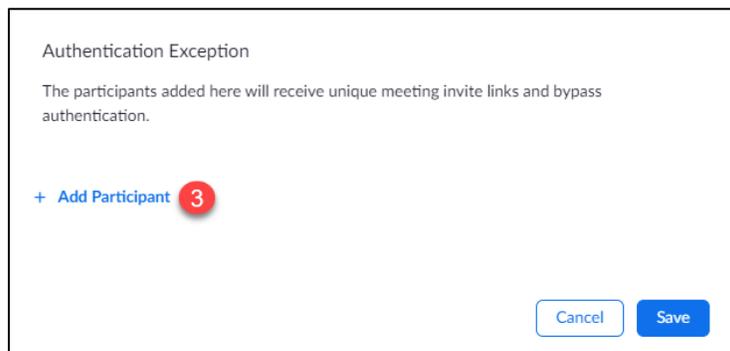
Step 1: While scheduling a new meeting or editing an existing one, select the **Only authenticated users can join** option.

Step 2: Click **Add** to the right of **Authentication Exception**.



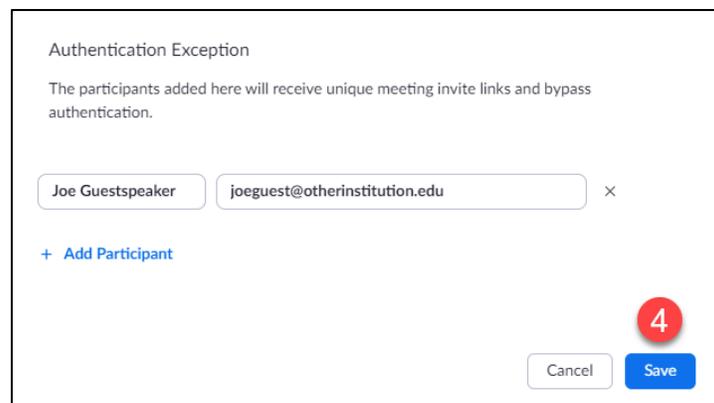
A screenshot of the Zoom meeting settings interface. At the top, there is a checkbox labeled "Require authentication to join" which is checked. Below this is a dropdown menu currently set to "UNF Only". Underneath the dropdown, the text "unf.edu" and an "Edit" link are visible. At the bottom of the settings area, the text "Authentication Exception" is followed by a blue "Add" button. A red circle with the number "1" is placed over the "Require authentication to join" checkbox, and another red circle with the number "2" is placed over the "Add" button.

Step 3: Click **Add Participant**.



A screenshot of the "Authentication Exception" dialog box. The title is "Authentication Exception". Below the title, it says "The participants added here will receive unique meeting invite links and bypass authentication." At the bottom left, there is a blue "+ Add Participant" button. At the bottom right, there are two buttons: "Cancel" and "Save". A red circle with the number "3" is placed over the "+ Add Participant" button.

Step 4: Enter the **full name and email** of the external user(s) and click save. Add multiple external users by selecting the **Add Participant** button. Click **Save**.

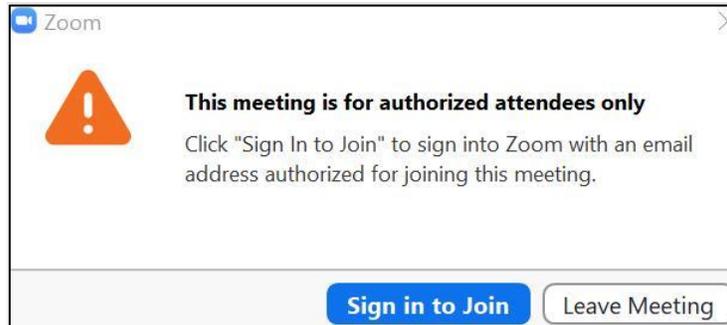


A screenshot of the "Authentication Exception" dialog box, similar to the previous one, but with a participant added. The participant's name "Joe Guestspeaker" is in a text box on the left, and their email "joeguest@otherinstitution.edu" is in a text box on the right. A small "x" icon is to the right of the email box. Below the text boxes is a blue "+ Add Participant" button. At the bottom right, there are "Cancel" and "Save" buttons. A red circle with the number "4" is placed over the "Save" button.

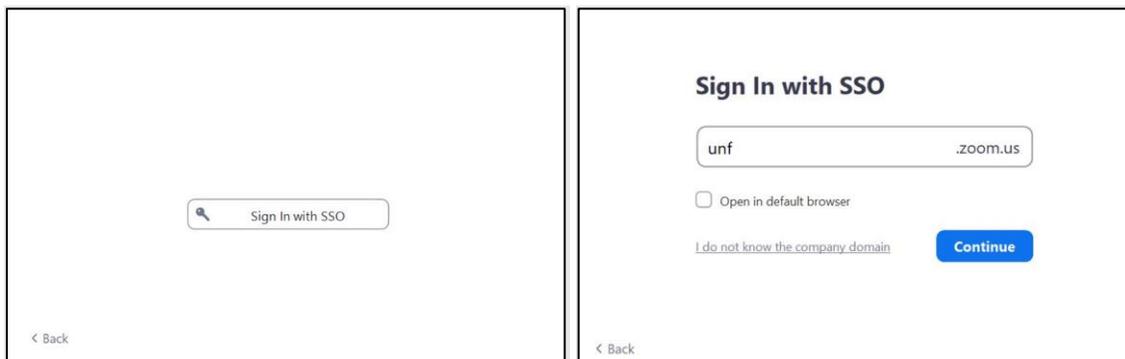
Once the meeting settings are saved, the added participants will receive an email with a unique meeting link which they will click to join the meeting at the appropriate time. Hosts can re-send this email or rescind an invitation at any time by editing the meeting settings on the Zoom Web Portal.

Joining the Meeting as an Authenticated User

If a participant tries to join the meeting and is not logged into Zoom as required, they will receive a message that prompts them to **Sign in to Join**.



If **UNF Only** is selected, participants will be prompted to **Sign in with SSO** on the desktop application.



Participants joining from a web browser rather than the desktop application will be redirected to the UNF Sign in page.

