



Guidelines for enabling only Authenticated Users can join Your Zoom Meetings

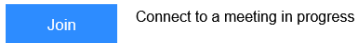
Contents

1. Enabling only Authenticated Users can join Zoom Meetings	2
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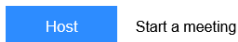
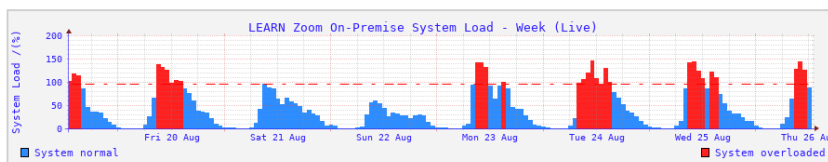
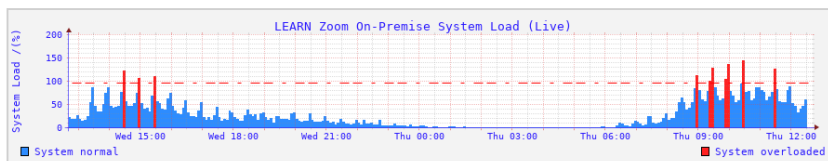
Guidelines created by ICT Centre, University of Kelaniya

1. Enabling only Authenticated Users can join Zoom Meetings

Visit <https://learn.zoom.us> and **Sign in**¹ to your University Zoom Account.



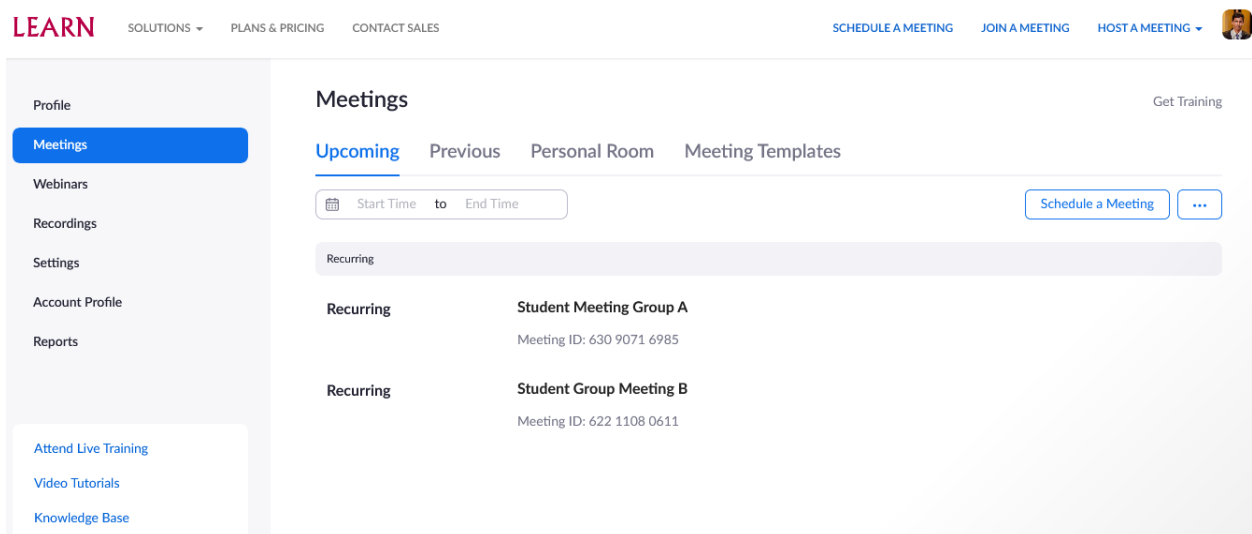
Our system may be busy sometimes during the office hours, Please try your best to **avoid scheduling meetings/lectures to start in red zones**



01



After sign in to your zoom account, you can see your zoom account as below.



Then click on **Settings Menu**² Tab and choose **security settings**³.

The screenshot shows the Zoom Settings interface. On the left, a sidebar contains menu items: Profile, Meetings, Webinars, Recordings, **Settings** (highlighted with a red '02'), Account Profile, and Reports. The main content area has tabs for Meeting, Recording, Audio Conferencing, Collaboration Devices, and Zoom Apps. The 'Meeting' tab is active, and the 'Security' sub-tab is selected, marked with a red '03'. The Security settings include a toggle for 'Require that all meetings are secured with one security option' (currently off), with 'Modified' and 'Reset' links. Below this is a descriptive paragraph and a 'Learn more' link.

On the security settings, **enable**⁴ the “Waiting Room” Option. Then, Click on the “**Edit Options**⁵.”

Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

- ✓ Users who are not in your account and not part of your whitelisted domains will go in the waiting room
- ✓ Users invited during the meeting by the host or co-hosts will bypass the waiting room
- ✓ Host and co-hosts only can admit participants from the waiting room

05 [Edit Options](#) [Customize Waiting Room](#)

Select⁶ the “Users who are not in your account and not part of your whitelisted domains” option on the Edit Options.

Type⁷ “ *.kln.ac.lk “ on the box appeared as below. Then, click on Continue⁸.

Waiting Room Options

These options will apply to all meetings that have a Waiting Room, including standard meetings, PMI meetings.

Who should go in the waiting room?

- 06
- Everyone
 - Users not in your account
 - 07 Users who are not in your account and not part of your whitelisted domains

*.kln.ac.lk

07

Users invited during the meeting by the host or co-hosts will bypass the waiting room 

Who can admit participants from the waiting room?

- 08 Host and co-hosts only
- Host, co-hosts, and anyone who bypassed the waiting room (only if host and co-hosts are not present)

If the host and co-hosts are not present or if they lose connection during a meeting:

Move participants to the waiting room if the host dropped unexpectedly

08

Continue

Cancel

Next, enable⁹ the “Only authenticated users can join meetings” option also on security settings.

Only authenticated users can join meetings



09

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting. [Learn more](#)

Meeting Authentication Options:

Sign in to Zoom (Default) [Edit](#) Hide in the Selection

Allow authentication exception 

After that, these settings will be, **by default add** to your Zoom Meetings.

Then, the **only user authenticated** with **Kelani Email Address** (*****@kln.ac.lk** or *****@stu.kln.ac.lk**) can join with your zoom meetings **bypassing the waiting room**.

The **user not having a zoom account** with Kelani Email Address will be **put into the waiting room**. But if you are willing to allow them to join your zoom meeting, **you can admit** them during the zoom meeting.

If you need to **disable these settings** (Waiting Room¹⁰ and Require authentication to join¹¹), you can do it when scheduling a zoom meeting. We **highly recommend not to disable** these options to avoid misuse happened from participants.

The image shows a screenshot of the Zoom meeting settings interface. The 'Security' section is expanded, showing the 'Passcode' option checked with the value 'GZ3.v6Hr'. Below it, the 'Waiting Room' option is checked and labeled with a red '10', with the description 'Only users admitted by the host can join the meeting'. The 'Require authentication to join: Sign in to Zoom' option is also checked and labeled with a red '11'. The 'Video' section shows 'Host' and 'Participant' options, both with 'off' selected. The 'Audio' section shows 'Both' selected for audio input. The 'Meeting Options' section shows 'Allow participants to join anytime' unchecked.

Security

Passcode

Only users who have the invite link or passcode can join the meeting

10

Waiting Room

Only users admitted by the host can join the meeting

11

Require authentication to join: Sign in to Zoom

Video

Host on off

Participant on off

Audio

Telephone Computer Audio Both

Dial from The United States [Edit](#)

Meeting Options

Allow participants to join anytime

Also, you can enable a watermark that identifies the viewing participant. The option¹², “Add a watermark that identifies the viewing participant,” is on the zoom meeting scheduling window. If you need, you can enable that option.

Meeting Options

Allow participants to join anytime

Mute participants upon entry

12

Add watermark that identifies the viewing participant

Automatically record meeting on the local computer

Approve or block entry for users from specific countries/regions

