Instructions to Secure Zoom Class Meetings
These instructions secure Zoom class meetings by limiting participants to people with CruzIDs (the UCSC domain).

1. Go to ucsc.zoom.us and sign into your UCSC Zoom account.

2. Click on Settings from the left-navigation menu.

3. In Settings, under the default tab for Meeting, scroll down to “Only authenticated users can join meetings”.

4. Use the toggle to turn this setting on. This will automatically be saved for you in Settings. After you do this, you will see “Meeting authentication options.” Click on “Edit” to the right of “UCSC Domain” and make it the default. As the description details, turning on this setting will give you the option to choose an authentication setting. It does not, by default, automatically change your existing meetings to only be available to authenticated users. Keep reading.
SCHEDULING ZOOM CLASS SESSIONS IN CANVAS (steps 5-9); If you schedule Zoom class sessions directly in ucsc.zoom.us, go to step 10. If you schedule sessions through the plug-in within your UCSC calendar, schedule the meeting and then proceed to step 10. If you are EDITING an EXISTING MEETING, go to step 11.

5. Log into your course.

6. Choose Zoom from the left-navigation tab (if you haven’t already added Zoom, see the instructions in this document)

7. In the upper right, Click Schedule a New Meeting
8. Schedule the meeting with all of the settings and options you would typically use.
   a. IMPORTANT NOTE: By default, Zoom allows participants to join meetings by Telephone or Computer Audio. The option for participants to call into a meeting lacks the security that you would otherwise have when participants join by Computer Audio. To avoid disruptions, we recommend that you select “Computer Audio”, eliminating the possibility of anonymous participants joining by telephone. Students will still be able to use their smart devices to join class sessions, but they will have to do so via “Computer Audio”.

9. Save the meeting. The meeting is now scheduled, but it is not yet limited to authenticated users. Keep reading.

10. This is the critical next stage where you limit access to authenticated users. Return to ucsc.zoom.us and log in.

11. From ucsc.zoom.us, select Meetings from the left navigation menu.
12. The meeting you scheduled in Canvas is now listed under the tab for Upcoming Meetings.

13. Click on the meeting name. (e.g., In screenshot above, you would click on the blue text that reads “ONLY A TEST”.)

14. Once you have clicked on the meeting, scroll down to the button for Edit this Meeting. If you have a recurring meeting, you should edit all occurrences.
15. Now that you are editing the meeting, scroll down to Meeting Options and select the checkbox for “Only authenticated users can join meetings”.

16. Upon selecting “Only authenticated users can join meetings”, a dropdown menu appears (screenshot above). Make sure that “UCSC Domain” is selected in the menu.

17. Scroll to the bottom of the menu and click Save.

Known consequences from following these instructions:
- Students or any other class session participants will no longer be able to join by calling in (see step 8a); they will still be able to join via smart devices with wifi or cellular data (for the latter, cellular data rates may apply). **Suggested action:** communicate with your students to ask if any of them would be unable to join class meetings using WiFi. To provide equal opportunity, record all synchronous class sessions and post them to Google Drive, then linking them to your course in Canvas.
• Invited guest speakers who do not have a CruzID will not be able to access the Zoom class meeting. **Suggested action:** 1) Request a [CruzID sundry account](#) well in advance of the meeting. Or, 2) Remove authentication for the particular class session.

• Participants using departmental or divisional domains, such as "@soe.ucsc.edu", will not be able to join meetings. **Suggested action:** join meetings using your CruzID.