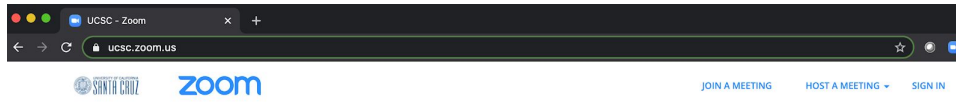


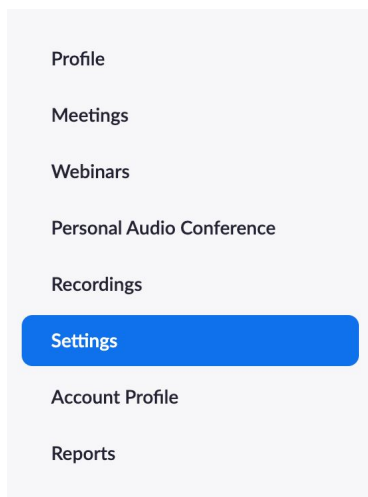
Instructions to Secure Zoom Class Meetings

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

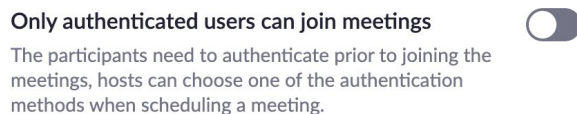
1. Go to ucsc.zoom.us and sign into your UCSC Zoom account.



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.*

Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

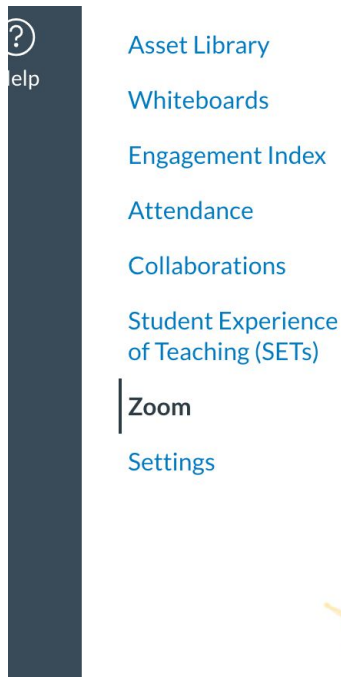
Meeting Authentication Options:

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

UCSC Domain [Edit](#) [Hide in the Selection](#)

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



Your current Time Zone is (GMT-07:00) Pacific Time (US and Canada). [↗](#)

[All My Zoom Meetings/Recordings](#)

[Schedule a New Meeting](#)



[Upcoming Meetings](#)

[Previous Meetings](#)

[Personal Meeting Room](#)

[Cloud Recordings](#)

[Learn how to use Zoom](#)

Show my course meetings only

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”.

Audio

Telephone Computer Audio Both

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

Additional Hosts

Example: john@company.com, peter@school.edu

[Save](#)

[Cancel](#)

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.

Profile

Meetings

Webinars

Personal Audio Conference

Recordings

Settings

Account Profile

Reports

12. The meeting you scheduled in Canvas is now listed under the tab for Upcoming Meetings.

Today
11:00 AM

ONLY A TEST

239-472-703


Start

Delete

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.

Meeting Options

- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only authenticated users can join
- Record the meeting automatically on the local computer

Delete this Meeting

Save as a Meeting Template

Edit this Meeting

Start this Meeting

15. Now that you are editing the meeting, scroll down to Meeting Options and select the checkbox for “Only authenticated users can join meetings”.

Meeting Options

Enable join before host

Mute participants upon entry 

Enable waiting room

Only authenticated users can join

UCSC Domain 

ucsc.edu [Edit](#)

Breakout Room pre-assign

Record the meeting automatically on the local computer

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.