MASTER SETTINGS

- Log in to northwestern.zoom.us
- Click “Log In” and enter your netID and password.
- Click “Settings”
  - Only authenticated users can join meetings: ON
  - Only authenticated users can join meetings from Web client: ON

CANVAS MEETING SETTINGS

- Log in to Canvas (canvas.northwestern.edu).
- Select your course.
- Click “Zoom” => “Schedule a New Meeting” or click on an Upcoming Meeting to edit a previously scheduled meeting.
• Under “Meeting Options”, check “Only authenticated users can join: Northwestern users only”.

ZOOM PERSONAL MEETING SETTINGS

• Launch Zoom desktop application.
• Navigate to the PMI settings window.

• Scroll down to “Advanced Options”.
• “Only authenticated users can join: Northwestern users only” should be checked.
ZOOM SCHEDULED MEETINGS

- Launch Zoom desktop application.
- Select “Meetings”.
- Click the plus icon to schedule a meeting or edit an existing meeting
• Scroll down to “Advanced Options”
• “Only authenticated users can join: Northwestern users only” should be checked