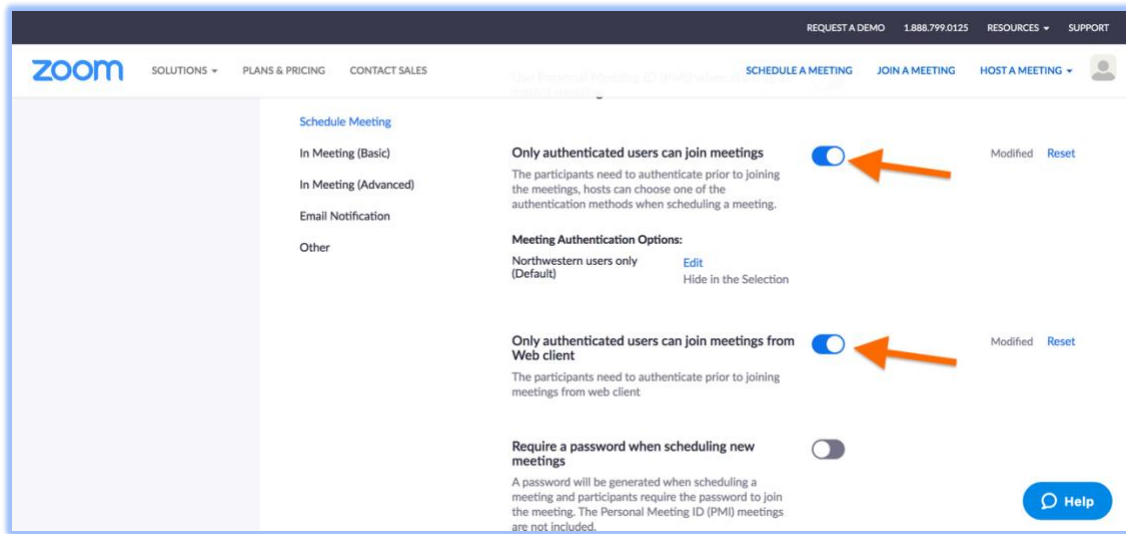


MASTER SETTINGS

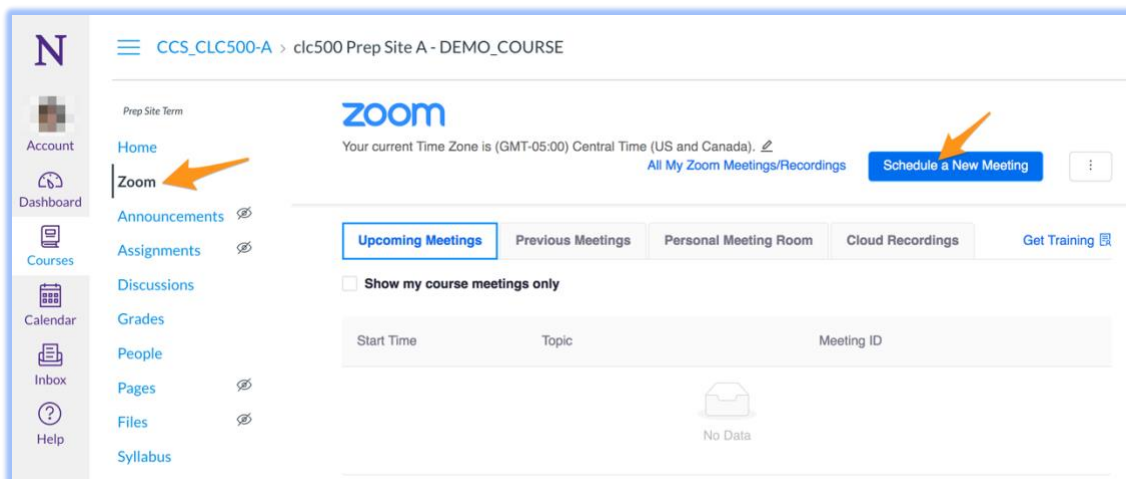
- Log in to northwestern.zoom.us
- Click “Log In” and enter your netID and password.
- Click “Settings”
 - Only authenticated users can join meetings: ON
 - Only authenticated users can join meetings from Web client: ON



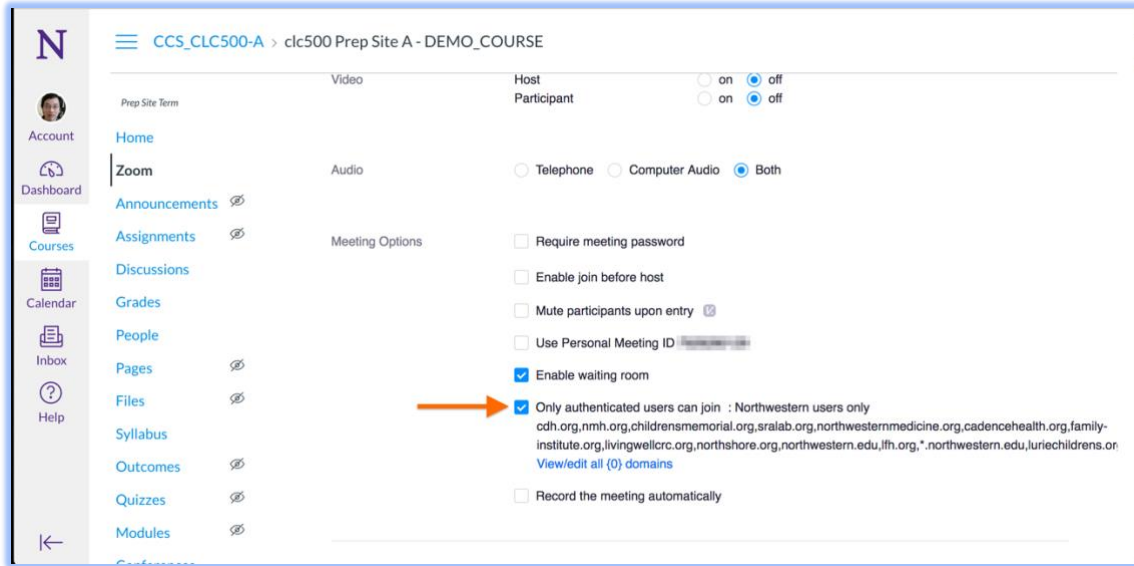
- You will still need to make changes to individual meetings, either in Canvas or through the Zoom desktop app.

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.

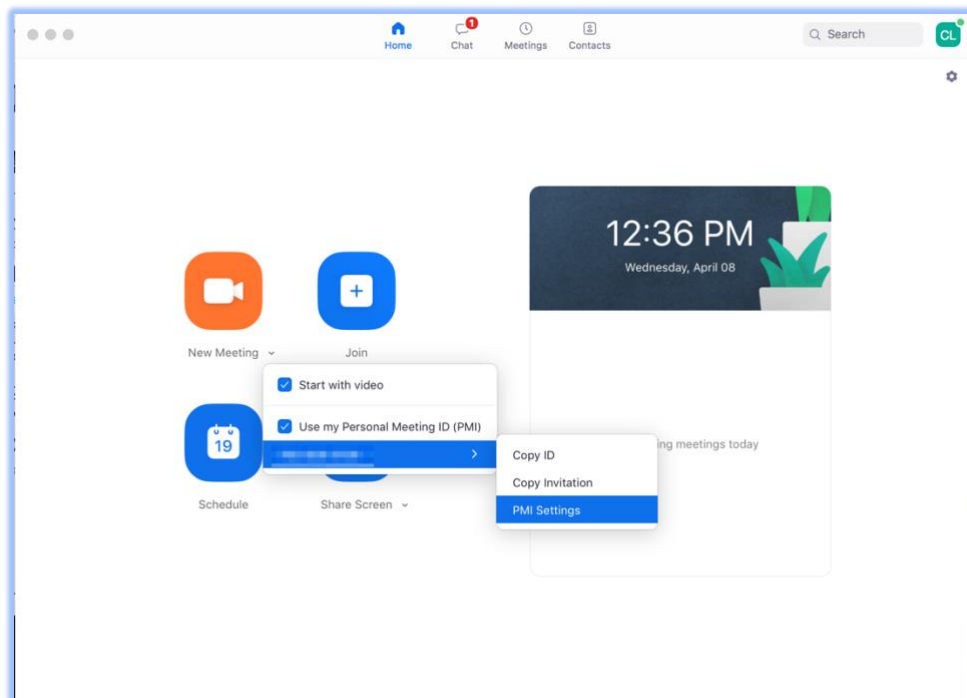


- Under “Meeting Options”, check “Only authenticated users can join: Northwestern users only”.

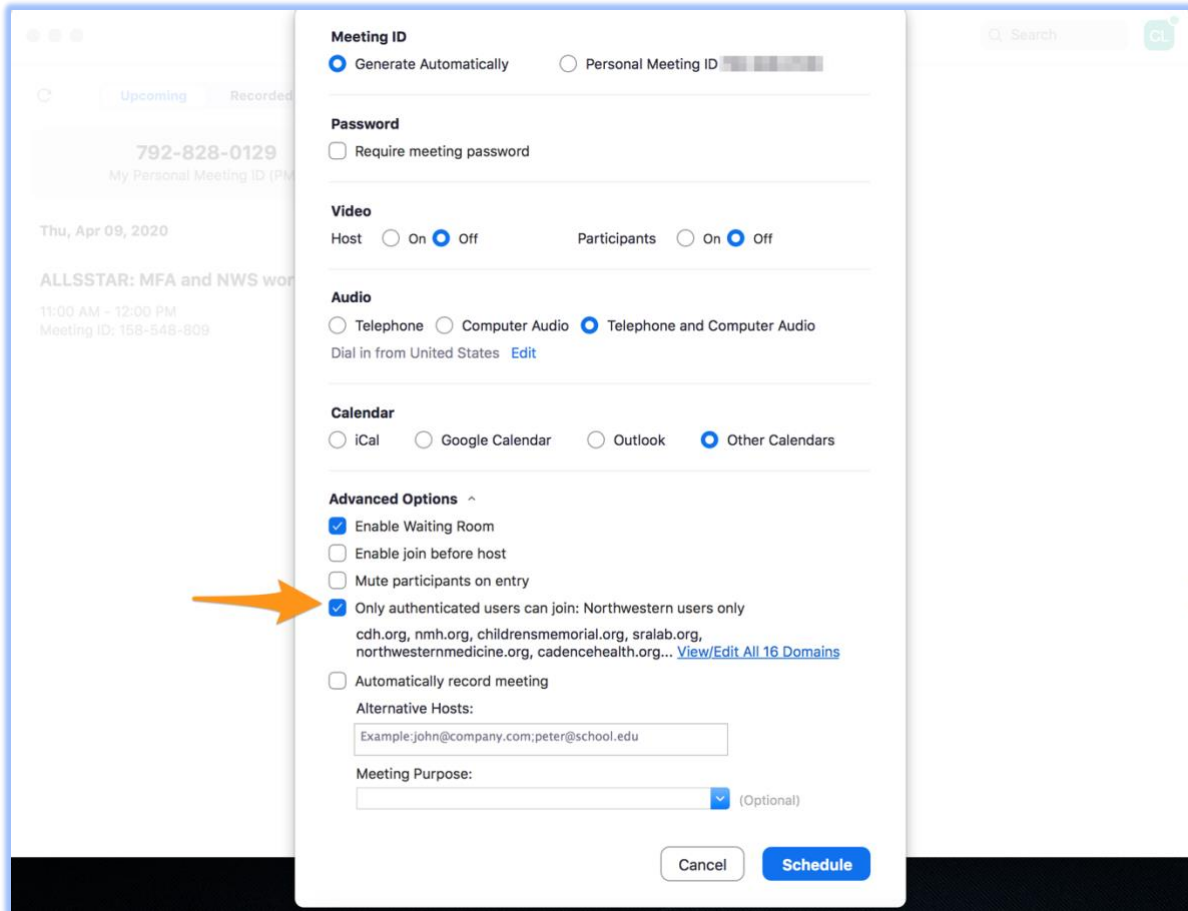


ZOOM PERSONAL MEETING SETTINGS

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

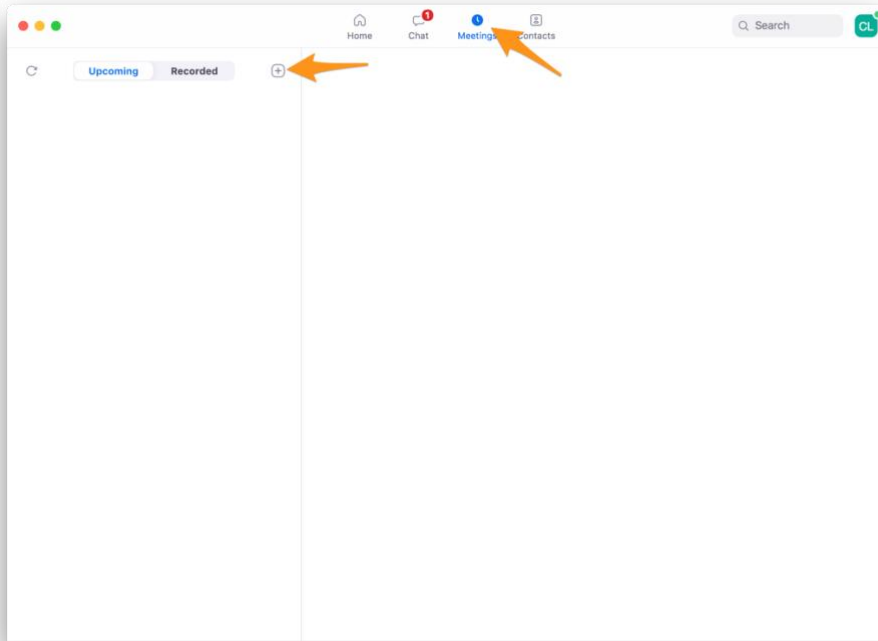


- Scroll down to “Advanced Options”.
- “Only authenticated users can join: Northwestern users only” should be checked.



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

