MASTER SETTINGS

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

	REQUEST A DEMO 1888.799.0125 RESOURCES + SUPPORT
ZOOM SOLUTIONS - PLANS & PRICING CONTACT SALES	SCHEDULE A MEETING JOIN A MEETING HOST A MEETING
Schedule Meeting	
In Meeting (Basic)	Only authenticated users can join meetings Modified Reset
In Meeting (Advanced)	The participants need to authenticate prior to joining the meetings, hosts can choose one of the
Email Notification	authentication methods when scheduling a meeting.
Other	Meeting Authentication Options:
	Northwestern users only Edit (Default) Hide in the Selection
	Only authenticated users can join meetings from Modified Reset
	Web client
	The participants need to authenticate prior to joining meetings from web client
	Require a password when scheduling new meetings
	A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

• 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.

Ν		C500-A > (clc500 Prep Site A - DEMO_	COURSE			
	Prep Site Term		zoom				
Account	Home	-	Your current Time Zone is (GMT-05:00) Central Time (US and Canada). ℓ All My Zoom Meetings/Recordings Schedulo a New Meeting				
Dashboard	Zoom	ø					
Courses	Assignments	ø	Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings	Get Training
	Discussions		Show my course meetings only				
Calendar	Grades People		Start Time	Торіс	Μ	leeting ID	
Inbox	Pages	Ø					
Help	Files Syllabus	Ø			No Data		

• 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.

	Home Chat	() Meetings	(8) Contacts	Q Search
				٥
New Meeting ~	++ Join		12:36 Wednesday, I	PM April 08
	se my Personal Meeting ID (PMI)			
19	······································	Copy ID	ing mee	etings today
		Copy Inv	ritation	
Schedule	Share Screen V	PMI Setti	ings	

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

0.0.0	Meeting ID Generate Automatically Personal Meeting ID	Q: Search
C Upcoming Recorded 792-828-0129 My Personal Meeting ID (PM	Password Require meeting password	
Thu, Apr 09, 2020	Video Host On Off Participants On Off	
ALLSSTAR: MFA and NWS wor 11:00 AM - 12:00 PM Meeting ID: 158-548-809	Audio Telephone Computer Audio Telephone and Computer Audio Dial in from United States Edit	
	Calendar iCal Google Calendar Outlook O Other Calendars	
	Advanced Options A	
	 Only authenticated users can join: Northwestern users only cdh.org, nmh.org, childrensmemorial.org, sralab.org, northwesternmedicine.org, cadencehealth.org <u>View/Edit All 16 Domains</u> Automatically record meeting 	
	Alternative Hosts: Example:john@company.com;peter@school.edu Meeting Purpose:	
	Cancel Schedule	

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

0	Generate Automatically Orersonal Meeting ID	
C Opcoming Recorded	Deceward	
	Require meeting password	
My Personal Meeting JD (PM		
	Video	
	Host On O Off Participants On O Off	
ALLSSTAR: MFA and NWS wor	Audio	
	Carpenhone Computer Audio	
	Dial in from United States Edit	
	Calendar	
	iCal Google Calendar Outlook Other Calendars	
	Advanced Options	
	Enable Waiting Room	
	Enable join before host	
	Mute participants on entry	
	Only authenticated users can join: Northwestern users only	
	cdh.org, nmh.org, childrensmemorial.org, sralab.org, northwesternmedicine.org, cadencehealth.org <u>View/Edit All 16 Domains</u>	
	Automatically record meeting	
	Alternative Hosts:	
	Example:john@company.com;peter@school.edu	
	Meeting Purpose:	
	(Optional)	