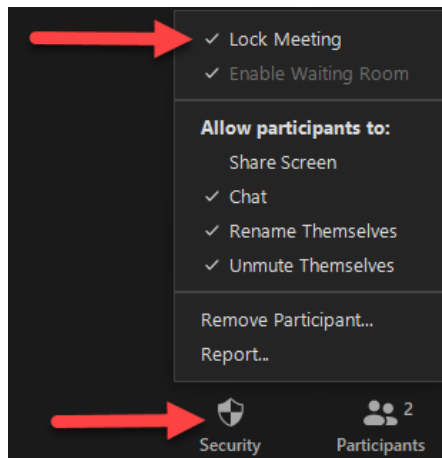


Protect Your Zoom Meeting from Uninvited Visitors

- **Do not share your meeting link on social media or any other public forums/websites.** This makes it easier for anyone publicly to join your meeting. It is strongly suggested that faculty also encourage students not to share your meeting links with anyone outside the class.
- **Lock the meeting:** When you lock a Zoom Meeting that's already started, no new participants can join. To lock your meeting, click "Security" at the bottom of your Zoom window. Then click "Lock Meeting".



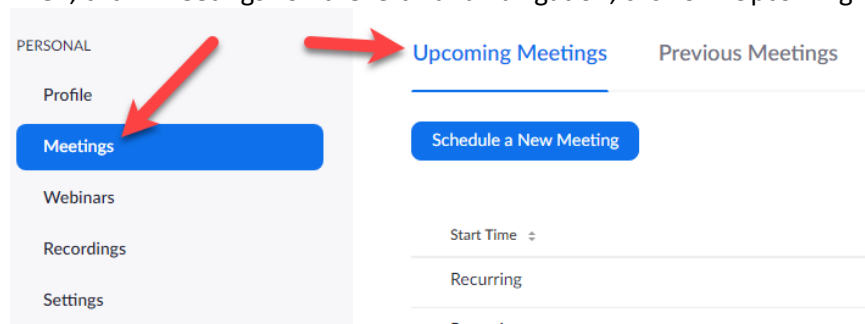
- **Require attendees sign-in with their Villanova Login:** If your Zoom meeting will consist of only Villanova participants (students, faculty, or staff), we recommend enabling "Only authenticated users can join" setting, which then requires participants to sign on using their Villanova credentials to join the meeting.
 - To enable this setting, log into [Villanova Zoom](#), go to Settings, under Meeting, enable "Only Authenticated Users Can Join Meetings"

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.



- Then, click "Meetings" on the left-hand navigation, click on "Upcoming Meetings".



- Click on your Meeting. Scroll to the bottom and click on “Edit this Meeting”.
- Under “Meeting Options”, check “Only authenticated users can join”, and make sure “Sign in to Zoom with specified domain” is enabled.

Meeting Options

- Enable join before host
- Mute participants upon entry
- Enable waiting room
- Only authenticated users can join
 - Sign in to Zoom with specified domain
 - villanova.edu [Edit](#)
- Record the meeting automatically

- When participants attempt to join the meeting: they will want to click on “Sign In” or “Sign In to Join”. [The Zoom Participant Guide](#) contains the following instructions on how students/participants can sign-in your meeting.
 - Students/Participants click on “Sign In with SSO” button.

Sign In [Sign Up Free](#)

Email

Password [Forgot?](#) or

Keep me signed in

- In the Sign In with SSO box, they enter “villanova”. It should then read “villanova.zoom.us”. Click “Continue”.

Sign In with SSO

Your company domain .zoom.us

[I don't know the company domain](#)

- Then, their internet browser will then open and take them to the Villanova sign-in page, where they should enter their Villanova credentials.