

# ZOOM – RESTRICTING ACCESS TO UOTTAWA COMMUNITY



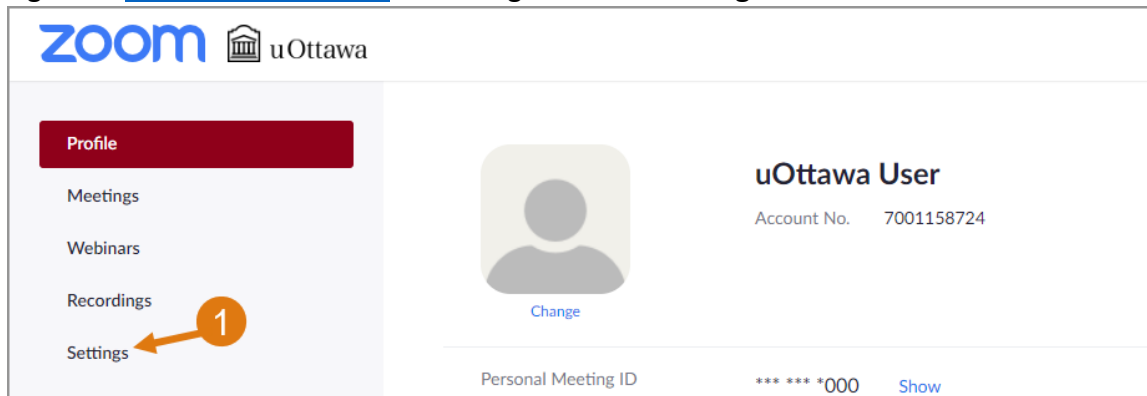
Teaching and Learning Support Service (TLSS), uOttawa

## CONTEXT

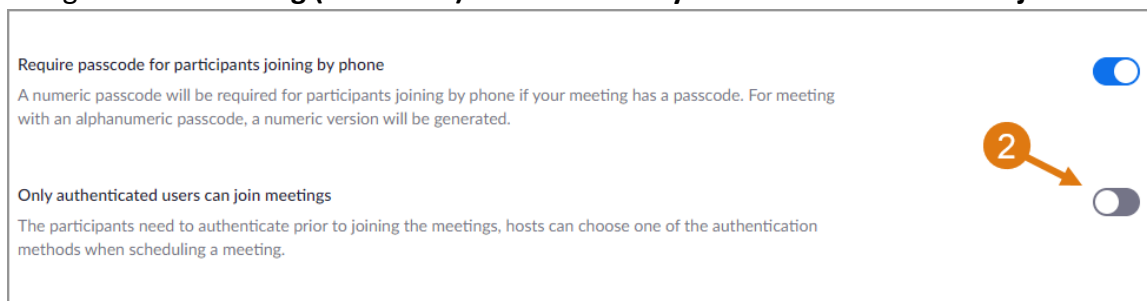
Restricting access in a Zoom session to only uOttawa members can significantly mitigate course disruptions as students will be required to authenticate prior to joining the session using the same @uOttawa.ca credentials they use to login to other services such as uOAccess. This will help ensure that all participants are accurately identified as members of the uOttawa community. **Note: Make sure you notify your class if you are using this option, so they can login to the Zoom session with their @uOttawa.ca a couple minutes ahead of time to ensure they will have access when the class begins.**

## ENABLING THE AUTHENTICATION PROFILE

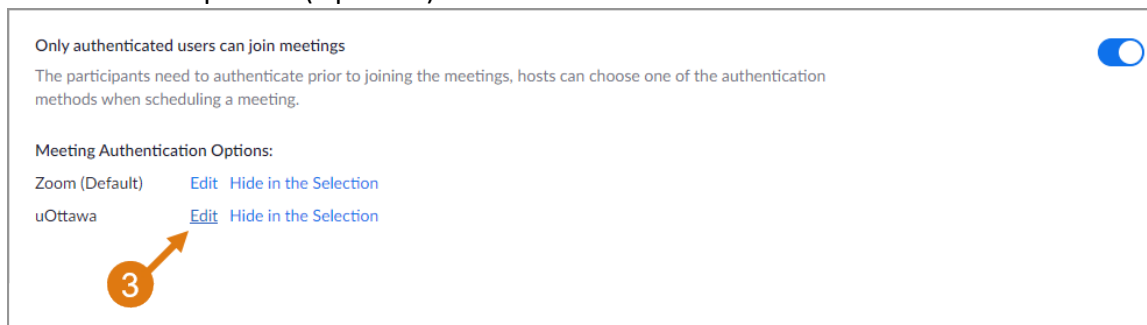
1. Sign into [uottawa-ca.zoom.us](https://uottawa-ca.zoom.us) and navigate to the **Settings** tab



2. Navigate to **In Meeting (Advanced)** and enable **Only authenticated users can join meetings**.



3. You can determine which profile is the default profile. Notice below that "Sign into Zoom" is the default authentication profile. (Optional)

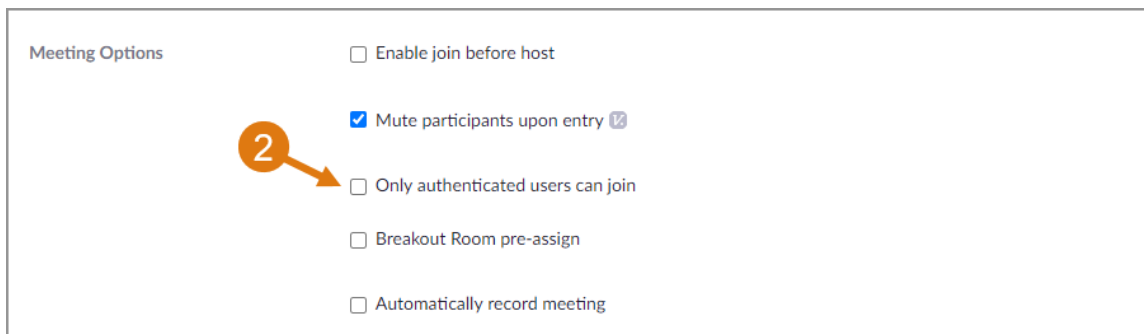


## SCHEDULING A MEETING WITH AN AUTHENTICATION PROFILE

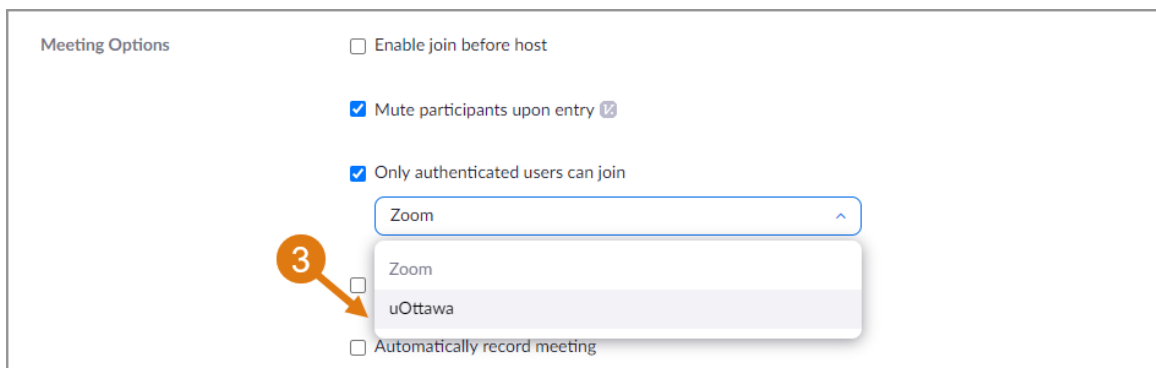
1. Schedule the meeting as you normally would.



2. Check **Only authenticated users can join** in the **Meeting Options** at the bottom of the meeting settings list

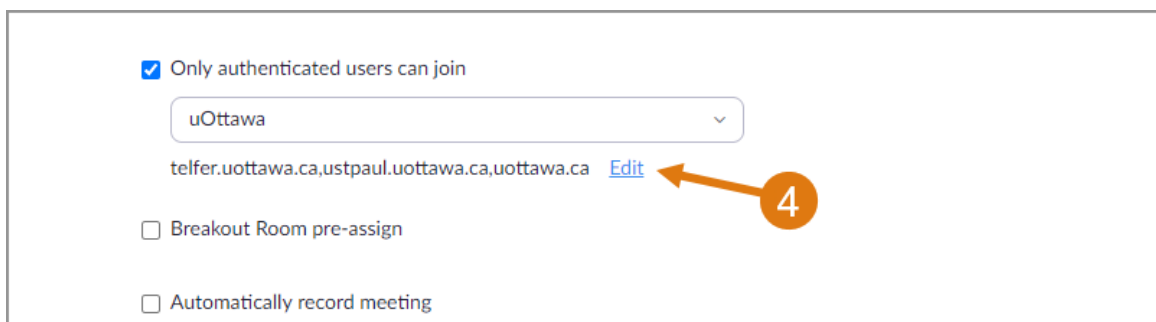


3. Select the correct authentication profile, you wish to use to restrict access to your meeting. Here we will select uOttawa



4. If your meeting has a guest speaker from a different organization, you can add his email domain to join the session by clicking on **Edit**. For example, a speaker from McGill will require adding mcgill.ca to the list.

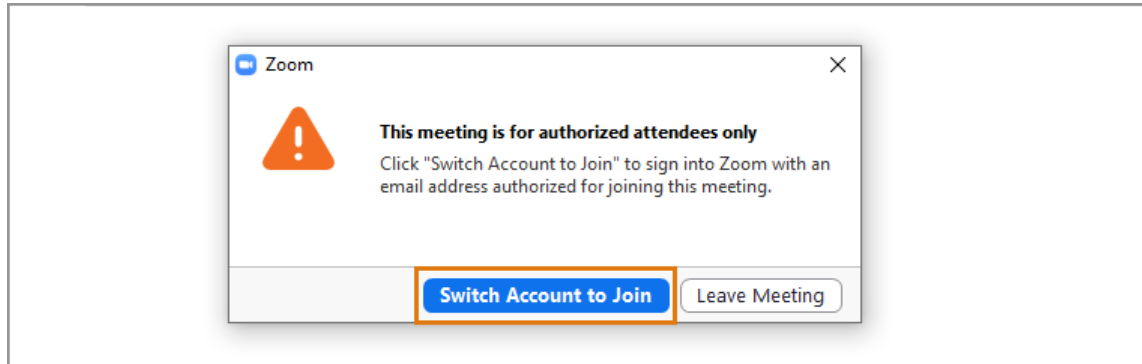
**Note:** As illustrated below, use comma to separate multiple domains



## WHAT STUDENTS WILL SEE

If students are logged into a different account than @uOttawa.ca when joining a meeting that has **Only authenticated users can join: uOttawa** enabled, they will be provided with the following prompt when joining the Zoom meeting:

- Students should select **Switch Account to Join**



- Then, select **Sign in with SSO**. Enter uottawa-ca for the company domain and select **Continue**. They will be taken to the authentication page to sign in using their uOttawa credentials

