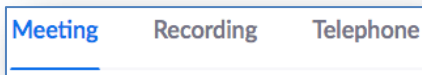
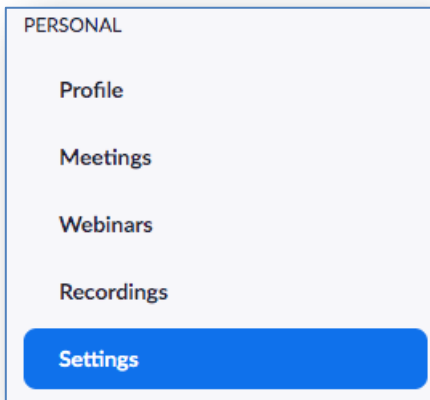


## Enabling Authentication in Zoom Meetings

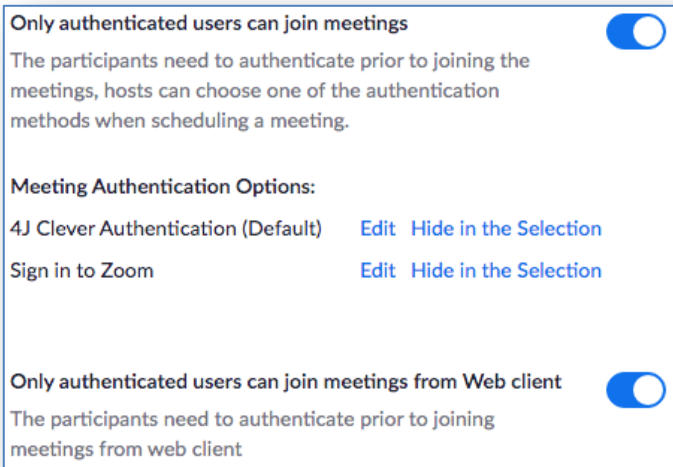
Enabling authentication for your Zoom meeting will restrict meeting participants to those that have a valid 4J email address. Participants are further verified after entering their 4J credentials via the Single Sign On (SSO) platform.

### PERSONAL - Settings

These settings will apply to all your meetings when scheduled and can be further enabled or disabled per scheduled meeting as needed.

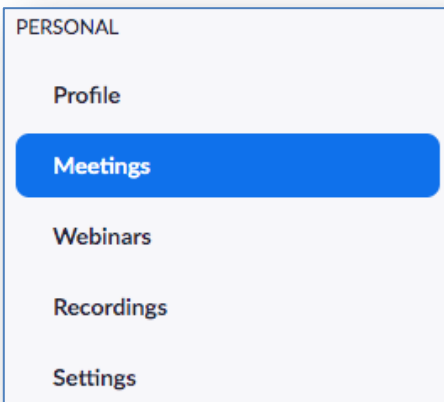


Make sure to enable the option by clicking the slider.



Remember to save your settings when prompted.

## PERSONAL – Meetings



## Using Authentication Exception in Zoom Meetings

A feature is available that enables the host to invite participants that do not have a 4J email address while keeping the Authentication feature enabled.

Whether [scheduling](#) a new meeting or [editing](#) your existing meeting, this setting is located immediately below the 4J Clever Authentication box and is labeled [Authentication Exception](#).

Require authentication to join

4J Clever Authentication

Authentication Exception [Edit](#)

Click [Edit](#) to access this feature

Enter the Full Name for the participant and their email address.

Select + to add additional participants.




Once you click [Save](#), the participant will be emailed the information and link to connect to your meeting

Click [+ Add Participant](#) to add additional exceptions

When a participant that has been granted an exception needs to have the meeting information resent, follow the instruction above and click the envelope icon to the right of their email address. This will [resend the Invite](#)

Authentication Exception

The participants added here will receive unique meeting invite links and bypass authentication.

Full name  john@company.com  × 

[+ Add Participant](#)

[Cancel](#) [Save](#)

Remember to save your settings when prompted.

## NOTE

- Authentication can be enabled selectively per meeting when scheduled.
- The Authentication Exception must be used to allow non 4J email addresses to participate in meetings
- For additional information please refer to [this Zoom Blog](#)
- Some settings may appear differently or not be available depending on whether you have the Basic or Licensed subscription.
- Zoom FERPA compliance information is located [here](#)
- Zoom HIPPA compliance information is located [here](#)