

# How to add authenticated users to your Zoom sessions.

## Method #1: Adding via your Canvas site

First, open your Canvas course site and go to the “Zoom Meetings” area. Then click on one of your upcoming course sessions (as titled in blue text).

If you have a student enrolled in your course that receives real-time transcription accommodations from the AEC, a third party vendor may be placed in the course. Depending on your Zoom security settings, you may need to adjust them to allow the transcriber to access the lecture to provide the student’s accommodation. Contact [aeccaption@uoregon.edu](mailto:aeccaption@uoregon.edu) to receive the domain to add to your authorized domain settings.

**NOTE:** You can also add authenticated users to your course in your [uoregon.zoom.edu](https://uoregon.zoom.edu) account – instructions for this method start on slide 6. You only need to use one of the methods, either through Canvas (slides 1-5) or through your UO Zoom account (slides 6-10).

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[https://canvas.uoregon.edu/courses/173273/external\\_tools/1449](https://canvas.uoregon.edu/courses/173273/external_tools/1449)

80%

\_9Ogd.oq9yKF55r7etb3ws Access Passcode: 7FBFB%t7 →



## Method #1: Adding via your Canvas site



UGST 609 &gt; UGST 609 (Winter 2021; 25373) Prac Engaged Pedagogy

Winter 2021

Topic UGST 609: Engaged Pedagogy Class

Time Feb 3, 2021 12:00 PM Pacific Time (US and Canada)  
Every week on Wed, until Mar 10, 2021, 6 occurrence(s) [Show all occurrences](#)

Add to [Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 990 9469 0859

Invite Attendees Join URL: <https://uoregon.zoom.us/j/99094690859> [Copy the invitation](#)

Security  Passcode  Waiting Room  
 Require authentication to join

Video Host on  
Participant off

Audio Telephone and Computer Audio

Meeting Options  Enable join before host  
 Mute participants upon entry [?](#)  
 Record the meeting automatically

[Delete this Meeting](#) [Edit this Meeting](#) [Start this Meeting](#)

On the resulting screen, choose “Edit this meeting.”

### Poll

You can import polls to this meeting through importing CSV files. [Download a CSV Template](#)

[Import CSV](#)

You have not created any poll yet.

# How to add authenticated users to your Zoom sessions.

## Method #1: Adding via your Canvas site

- UNIVERSITY OF OREGON
- Account
- Dashboard
- Courses
- Calendar
- Inbox
- History
- Help

UGST 609 > UGST 609 (Winter 2021; 25373) Prac Engaged Pedagogy

- Home
- Assignments
- Grades
- People
- Pages
- Syllabus
- Modules
- Zoom Meetings**
- Discussions
- Files
- Outcomes
- Rubrics
- Quizzes
- Conferences
- Announcements
- Settings

Winter 2021

Duration: 2 hr 0 min

Time Zone: GMT-08:00 Pacific Time (US and Canada)

Recurring meeting Every week on Wed, until Mar 09, 2021, 9 occurrence(s)

Recurrence: Weekly

Repeat every: 1 week

Occurs on:  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date:  By 03/09/2021  After 7 occurrences

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Registration:  Required

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Security

Passcode  
Only users who have the passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Require authentication to join

uoregon.edu

uoregon.edu [Edit](#)

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Video

Host:  on  off

Participant:  on  off

Audio

Telephone  Computer Audio  Both

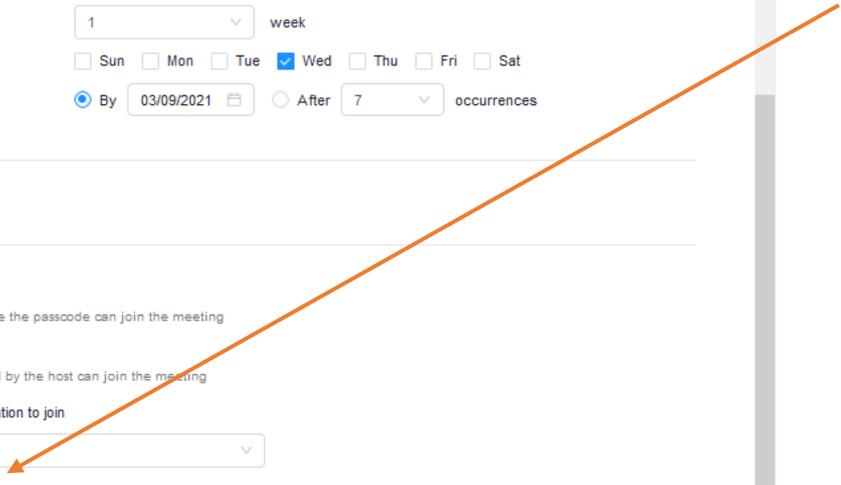
Meeting Options

Enable join before host

Mute participants upon entry

Record the meeting automatically

On the resulting screen, under "Require authentication to join," click on "Edit" in blue.



# How to add authenticated users to your Zoom sessions.

## Method #1: Adding via your Canvas site

In the resulting popup box, add the domain you are wanting to authenticate and give permission to join your Zoom session. Be certain to add a semicolon after each domain. In this example, “typewell.com” has been added. Then choose “Save.”

The screenshot shows the Canvas LMS interface for a Zoom meeting. The left sidebar contains navigation options like Home, Assignments, Grades, People, Pages, Syllabus, Modules, Zoom Meetings, Discussions, Files, Outcomes, Rubrics, Quizzes, Conferences, Announcements, and Settings. The main content area displays the Zoom meeting configuration page. A 'View/edit domains' popup is open, showing a text input field with the domains 'uoregon.edu;' and 'typewell.com' entered. An orange arrow points from the text box to the semicolon in the input field. The background shows the Zoom meeting configuration page with options for authentication, video, audio, and meeting options.

# How to add authenticated users to your Zoom sessions.

## Method #1: Adding via your Canvas site

You can now see the additional domain indicated on the authentication list. Remember to “Save” at bottom in blue.

By default, this setting will apply to all your Zoom class sessions, so you only need to follow these steps once.

The screenshot shows the Canvas LMS interface for a Zoom meeting. The left sidebar contains navigation links: Home, Assignments, Grades, People, Pages, Syllabus, Modules, Zoom Meetings, Discussions, Files, Outcomes, Rubrics, Quizzes, Conferences, Announcements, and Settings. The main content area is titled 'UGST 609 > UGST 609 (Winter 2021; 25373) Prac Engaged Pedagogy'. The 'Zoom Meetings' section is expanded, showing settings for 'Winter 2021'. The 'Require authentication to join' checkbox is checked, and a dropdown menu below it shows 'uoregon.edu' and 'uoregon.edu typewell.com' as domains. A blue 'Save' button is located at the bottom of the settings panel. Two orange arrows point from text boxes to the domain dropdown and the 'Save' button.

# How to add authenticated users to your Zoom sessions.

## Method #2: Adding via your UO Zoom account

- Profile
- Meetings**
- Webinars
- Recordings
- Settings
- Account Profile
- Reports
- Attend Live Training
- Video Tutorials
- Knowledge Base

### Meetings

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time

Tue, Feb 2

02:00 PM - 04:00 PM UGST 609: Office Support Hours  
Occurrence 4 of 10 Meeting ID: 958 9155 9866

Wed, Feb 3

12:00 PM - 02:00 PM [UGST 609: Engaged Pedagogy Class](#) Start Edit Delete  
Occurrence 5 of 10 Meeting ID: 990 9469 0859

Tue, Feb 9

02:00 PM - 04:00 PM UGST 609: Office Support Hours  
Occurrence 5 of 10 Meeting ID: 958 9155 9866

Wed, Feb 10

12:00 PM - 02:00 PM UGST 609: Engaged Pedagogy Class  
Occurrence 6 of 10 Meeting ID: 990 9469 0859

Tue, Feb 16

02:00 PM - 04:00 PM UGST 609: Office Support Hours  
Occurrence 6 of 10 Meeting ID: 958 9155 9866

Wed, Feb 17

12:00 PM - 02:00 PM UGST 609: Engaged Pedagogy Class

First, open your Zoom account at uoregon.zoom.us and navigate to "Meetings." Then hover your mouse over your course name so that "Edit" appears. Click on "Edit."

# How to add authenticated users to your Zoom sessions.

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### Meetings

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Occurrence 5 of 10 Meeting ID: 990 9469 0859 Start Edit Delete

Tue, Feb 9  
02:00 PM - 04:00 PM UGST 609: Office Support Hours  
Occurrence 5 of 10 Meeting ID: 958 9155 9866

Wed, Feb 10  
12:00 PM - 02:00 PM UGST 609: Engaged Pedagogy Class  
Occurrence 6 of 10 Meeting ID: 990 9469 0859

Tue, Feb 16  
02:00 PM - 04:00 PM UGST 609: Office Support Hours  
Occurrence 6 of 10 Meeting ID: 958 9155 9866

Wed, Feb 17  
12:00 PM - 02:00 PM UGST 609: Engaged Pedagogy Class

**Edit Recurring Meeting**  
You are editing a recurring meeting

[Edit This Occurrence](#) [Edit All Occurrences](#) [Cancel](#)

In the resulting popup box, choose “Edit All Occurrences” if you need to add the authenticated user to all class sessions.

You can add to single class sessions, too, but this requires manually adding to each session where an additional authenticated user is needed.

# How to add authenticated users to your Zoom sessions.

## Method #2: Adding via your UO Zoom account

Repeat every  week

Occurs on  Sun  Mon  Tue  Wed  Thu  Fri  Sat

End date  By   After  occurrences

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Registration  Required

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Security  Passcode  
Only users who have the passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Require authentication to join

uoregon.edu [Edit](#)

---

Video Host  on  off

Participant  on  off

---

Audio  Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

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Meeting Options  Allow participants to join anytime

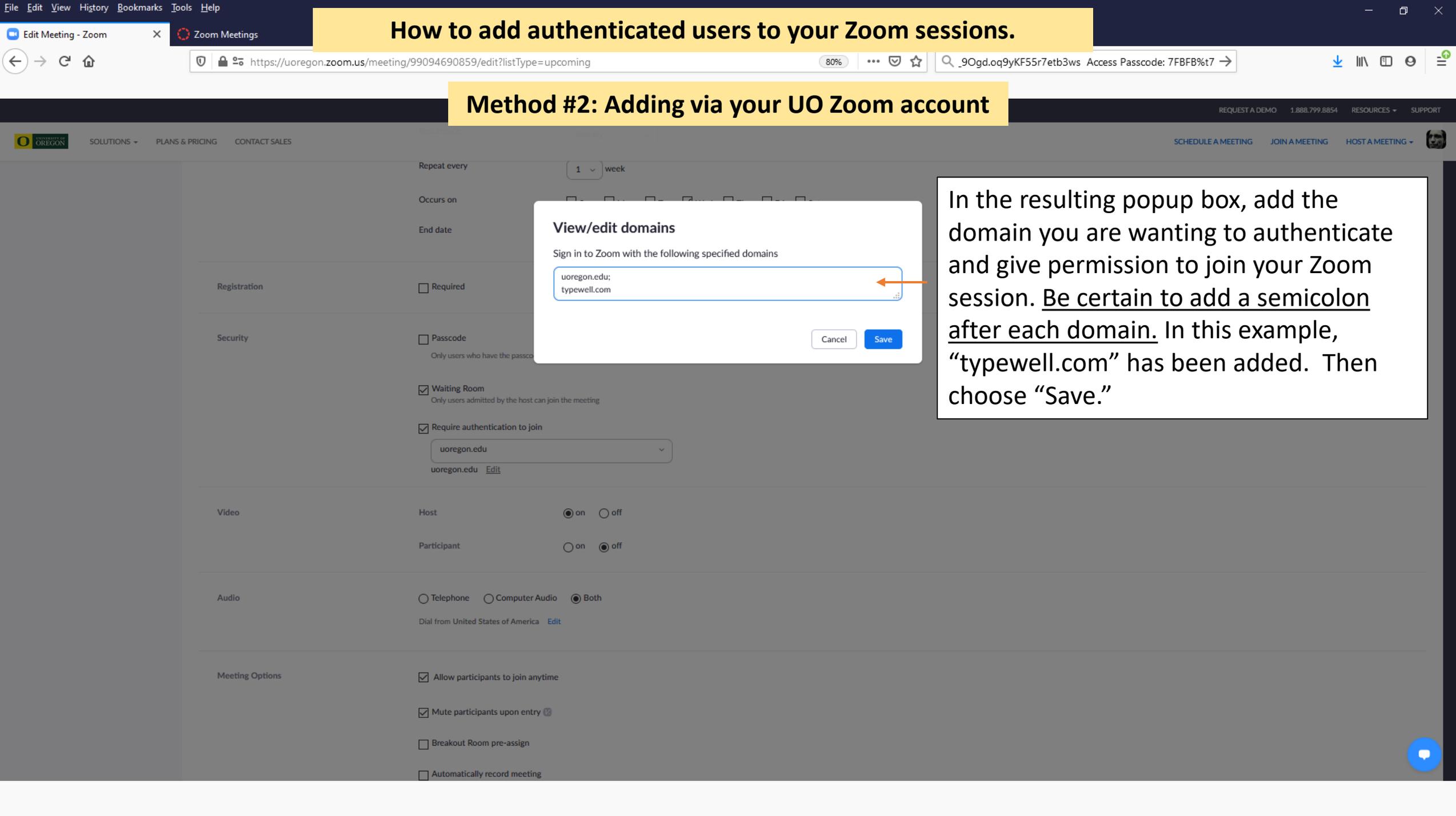
Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

On the resulting screen, under "Require authentication to join," click on "Edit."





# How to add authenticated users to your Zoom sessions.

## Method #2: Adding via your UO Zoom account

### View/edit domains

Sign in to Zoom with the following specified domains

uoregon.edu;  
typewell.com

Cancel Save

In the resulting popup box, add the domain you are wanting to authenticate and give permission to join your Zoom session. Be certain to add a semicolon after each domain. In this example, "typewell.com" has been added. Then choose "Save."

Repeat every 1 week

Occurs on

End date

Registration

Required

Security

Passcode

Only users who have the passcode

Waiting Room

Only users admitted by the host can join the meeting

Require authentication to join

uoregon.edu

uoregon.edu [Edit](#)

Video

Host

on  off

Participant

on  off

Audio

Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

# How to add authenticated users to your Zoom sessions.

## Method #2: Adding via your UO Zoom account

Passcode  
Only users who have the passcode can join the meeting

Waiting Room  
Only users admitted by the host can join the meeting

Require authentication to join

uoregon.edu

uoregon.edu; typewell.com [Edit](#)

Video

Host  on  off

Participant  on  off

Audio

Telephone  Computer Audio  Both

Dial from United States of America [Edit](#)

Meeting Options

Allow participants to join anytime

Mute participants upon entry

Breakout Room pre-assign

Automatically record meeting

Approve or block entry to users from specific regions/countries

Alternative Hosts

Example: mary@company.com, peter@school.edu

Interpretation

Enable language interpretation

You can now see the additional domain indicated on the authentication list. Remember to "Save" at bottom in blue.

