

How do I allow somebody to join an authentication required MIT Zoom meeting who cannot authenticate with MIT Touchstone?

Q: How do I allow somebody to join an authentication required MIT Zoom meeting who cannot authenticate with MIT Touchstone?

Answer

Use the "Authentication Exception" feature. This sends an email to participants without MIT Touchstone Authentication capabilities a special link containing an authentication token that will allow them to join the meeting.



Any user who has the special link from the email can join the Zoom meeting without authenticating via MIT Touchstone. Posting the link publicly, sending it to a large email list, or sharing it in any other way may result in undesired participants Zoom bombing or otherwise disrupting your meeting. For more information, see: [Limiting Access and Reducing Disruptive Behavior in Zoom](#)

Prerequisites:

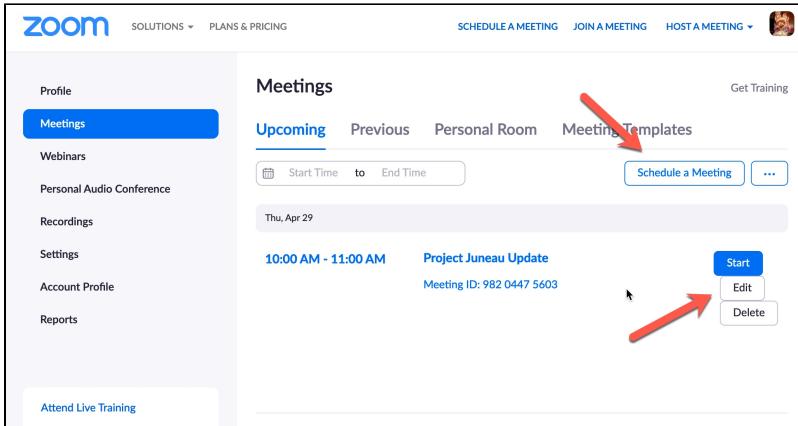
- This feature is only available when scheduling or editing meetings via the Zoom web portal.
- This feature is *not* available when using your personal meeting ID for the meeting. You must use an auto-generated meeting ID.

The screenshot shows the Zoom 'My Meeting' scheduling interface. The fields visible are:

- Topic:** My Meeting
- Description (Optional):** Enter your meeting description
- When:** 04/20/2021, 9:00 AM
- Duration:** 1 hr 0 min
- Time Zone:** (GMT-4:00) Eastern Time (US a
- Registration:** Recurring meeting
- Meeting ID:** Generate Automatically (selected) Personal Meeting ID 617 [redacted]

Add Authentication Exceptions

1. Login to the MIT Zoom web portal at <https://mit.zoom.com>
2. Click on the **Schedule a meeting** button for a new meeting or **Edit** an exception to an existing meeting.



3. If a new meeting, enter your meeting details as usual.
4. Scroll down to the **Security** settings and check "Require authentication to join"

Result: The "Authentication Exception" option appears below.

A screenshot of the 'Edit "Project Juneau Update"' meeting configuration page. The left sidebar includes 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main form fields include 'Topic' (Project Juneau Update), 'Description (Optional)' (review action items), 'When' (04/29/2021, 10:00 AM), 'Duration' (1 hr 0 min), 'Time Zone' ((GMT-4:00) Eastern Time (US a)), 'Recurring meeting' (unchecked), 'Registration' (Required), and 'Meeting ID' (Generated ID 982 0447 5603). At the bottom of the page, there's a 'Save' button and a 'Feedback' icon.

5. Next to "Authentication Exception, click **Add**
Result: The "Authentication Exception" window appears.
6. Click **Add Participant** and enter the name and email address of the non-MIT account holding invitee as many times as needed to include all non-MIT attendees for this meeting.
7. Click **Save**
Result: The "Authentication Exception" window closes and you see a list of the invitees you added under "Authentication Exception".
8. Scroll to the bottom of the screen and click **Save** to save your changes or to create your meeting.
Result: Your non-MIT invitees are sent an email with a special link that will allow them to join the zoom meeting without MIT Touchstone Authentication.



Hi Sample User,

The meeting information for "Project Juneau Update" has been updated by the host.

Topic **Project Juneau Update**

Host Heather . [REDACTED] [@mit.edu\)](mailto:@mit.edu)

Time (Updated) Apr 29, 2021 10:00 AM

Click the button below to join the meeting.

Join Meeting

This meeting invite is only for you. Please do not share this with others.

If you have any question, contact Heather [REDACTED] [@mit.edu\).](mailto:@mit.edu)



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See Also

- [Zoom Landing Page](#)
- [Zoom Host Tips and Tricks](#)
- [Limiting Access and Reducing Disruptive Behavior in Zoom](#)