# What to know before enabling 'user authentication' or 'meeting registration'

**What is user authentication?**

When scheduling your Zoom meetings, you have the option to enable the checkbox "Only authenticated users can join". This check box essentially PREVENTS participants from joining your Zoom session if they do NOT have a Zoom account using their Carleton email address.

You can learn more about User Authentication on [Zoom's official webpage](Zoom's official webpage).

**Why should I AVOID using user authentication?**

Zoom offers 3 main ways for people to join a meeting:

(1) Through a Mobile app (which requires the user to have an account);
(2) Through a desktop app (again, an account is required); and
(3) Through a web browser interface. *For this last option, participants do NOT need a Zoom account to join a meeting. They only need a meeting URL/number and the passcode.*

When you enable User Authentication, participants who join your Zoom session using the web browser interface will NOT be able to join if they haven't yet signed up for a basic Zoom account using their Carleton email address.

Therefore, you should ONLY use the User Authentication option if you know for certain that every single participant has signed up for a Zoom account and is logged into their Zoom account when they join your session.

If you DO decide to use User Authentication, make sure your session participants know that they will only be able to join if:

- They have registered for a Zoom account using their Carleton email address, and

- They have logged into their Carleton Zoom account before joining the session.

**What is meeting registration?**

When scheduling a meeting, you can enable settings that require any potential participants to register for your meeting *prior* to being able to join your meeting. By enabling a registration list, Zoom is able to prevent session access to anyone whose email is not on the list.

You can learn more about meeting registration on [Zoom's official webpage](Zoom's official webpage).

**Why should I AVOID using meeting registration?**

When meeting registration is enabled, participants will be required to have a Zoom account in order to join the session. They will also need to use either their desktop client or mobile app to access the meeting. Those wishing to join via Zoom's mobile platform will NOT be able to join a meeting requiring registration.

If you DO decide to require meeting registration, be sure to:

- Notify your participants *in advance* that meeting registration is required.

- Be clear about which email you have used to register your participants – many students for example may attempt to join the meeting with a personal email account as opposed to their Carleton email account, and if this happens, they will NOT be able to join the session.

- Make sure your meeting participants log into their Zoom desktop client or their mobile client with the *correct* email address that corresponds to your meeting registration list.

*Note: Meeting registration is not available for users with a basic Zoom license.*