

Zoom adding an authentication exception

UM Zoom is pre-configured to mitigate the risk of unauthorised access to your meetings. If you keep the default settings, only authenticated users can join a meeting started with your UM Zoom account (Zoom accounts connected to an @umanitoba.ca or @myumanitoba.ca email account). If you need to include someone without a UM Zoom account, you can schedule the meeting and explicitly add outside Zoom accounts using the Authentication Exception option.

Authentication Exception

You can add authentication exceptions to **scheduled** meetings. This includes a single meeting, all instances of a recurring meeting, or a single instance of a recurring meeting. Add authentication exceptions to a scheduled meeting in the UM Zoom Portal (<https://umanitoba.zoom.us>) using your UM Zoom profile.

Participants invited through authentication exceptions will receive a special email with a **unique meeting link**. This link allows them to join the meeting without authenticating.

Add to a new meeting

1. Sign into **umanitoba.zoom.us**
2. In the navigation menu, click **Meetings**
3. Click Schedule a Meeting
4. Next to **Authentication Exception**, click **Add**
5. Click **Add Participant** to add an exception
6. Enter the guest participant's name and email address
7. (Optional) Click **Add Participant** to add more exceptions
8. Click **Save**
9. Finish the meeting set-up and click **Save** to schedule the meeting

Require authentication to join: Zoom sign in for UofM

Zoom sign in for UofM

.myumanitoba.ca,.umanitoba.ca

Authentication Exception [Edit](#)

Add to an existing meeting

1. Sign into **umanitoba.zoom.us**
2. In the navigation menu, click **Meetings**
3. Locate the meeting you want to add an authentication exception to, then click **Edit**
 - a. If it is a recurring meeting, decide if the change is for **This** or **All Occurrences**
4. Next to **Authentication Exception**, click **Add**
5. Click **Add Participant** to add an exception
6. Enter the guest participant's name and email address
7. (Optional) Click **Add Participant** to add more exceptions
8. Click **Save**
9. Click **Save** again to save your changes to the meeting

