

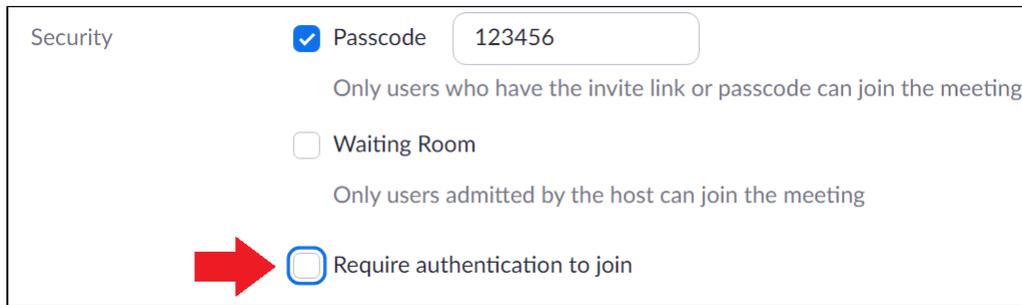
# Zoom - How do I Allow Guests that don't have a Zoom Account?

## Issue:

I have Participants that can't join my WSU Zoom Meetings because they do not have a Zoom Account.

## Solution:

You can remove the requirement for authentication when scheduling or editing your meeting via <https://wsu.zoom.us/meeting#/upcoming>



Security

Passcode 123456  
Only users who have the invite link or passcode can join the meeting

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

Require authentication to join

If you would like to keep the authentication requirement, but want to add certain participants as exceptions the rest of the guide will explain how to do that.

## Note:

Do not use the Add Authentication Exception feature for anyone with a WSU email.

If someone with a WSU email is having an issue joining your meeting please refer them to this guide: [Zoom - Joining Meetings and Best Practices](#)

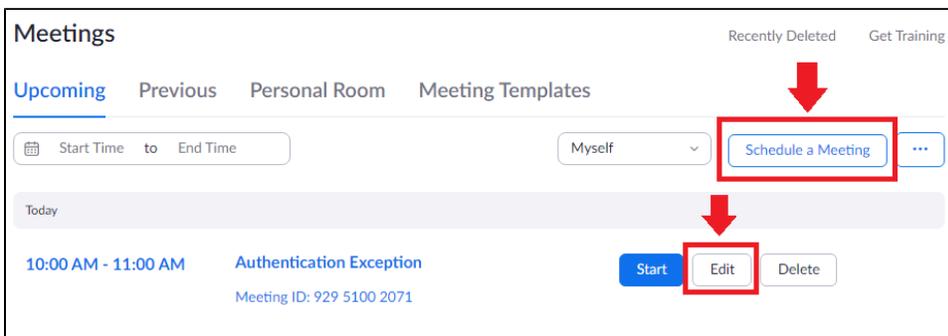
## Limitations:

This Zoom feature is still being fully developed and these limitations are subject to change.

- Currently, this feature is only available via the Zoom Web portal, not the client or Outlook Add-In.
- Zoom **Webinars** do not currently have this feature available. Only Zoom Meetings have the option to add exceptions.
- This exception **does not** bypass the requirement for having a recent version of the Zoom Application installed to join Zoom Meetings. They just don't have to be signed into the Zoom Application to be able to join.
- **Personal Meeting IDs cannot** allow this exception.

## Step by Step Process:

1. Navigate to <https://wsu.zoom.us/meeting> to either **Schedule** a new meeting or **Edit** an existing meeting.



Meetings

Recently Deleted Get Training

Upcoming Previous Personal Room Meeting Templates

Start Time to End Time Myself Schedule a Meeting

Today

10:00 AM - 11:00 AM Authentication Exception Start Edit Delete  
Meeting ID: 929 5100 2071

2. In the **Security** section of the Meeting Options click on the **Add** button next to **Authentication Exception**.

**Security**

**Passcode**

Only users who have the invite link or passcode can join the meeting

**Waiting Room**

Only users admitted by the host can join the meeting

**Require authentication to join: Sign in to Zoom** 

Authentication Exception [Add](#) 

3. Enter the desired Display Name for the Participant in the **Full Name** field. When they join the meeting they will have this name as the Display name everyone else sees.  
Put in the **Email** address the participant will know to check for the sent Invite.  
If more than one Participant needs the exception click the **Add Participant** button.

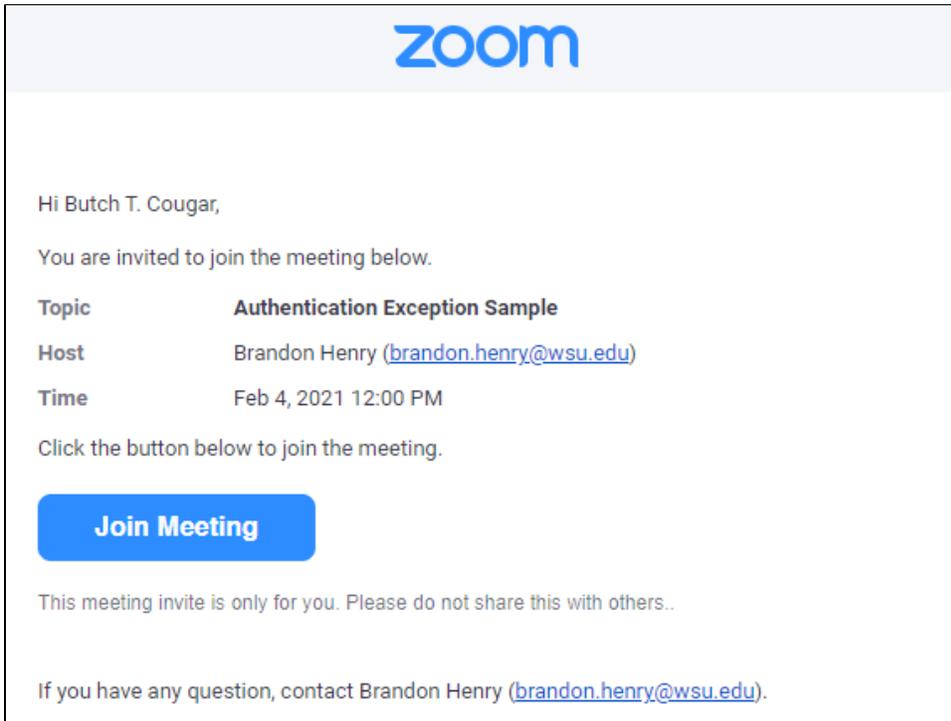
**Authentication Exception**

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

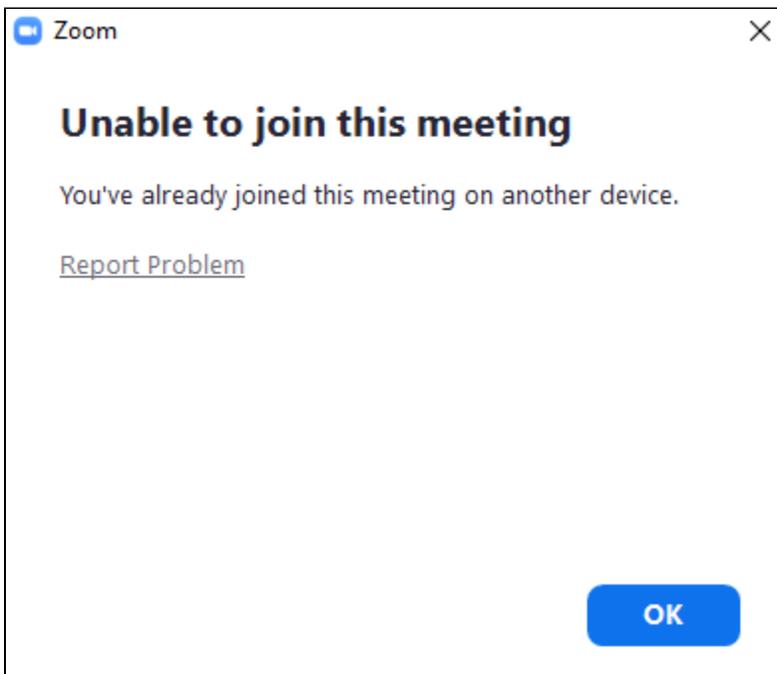


[+ Add Participant](#)

4. Click **Save** and finish selecting your other desired meeting settings.  
When you click **Save** to finalize your Meeting it will automatically send an email invitation to any participants you added as exceptions for required Authentication.  
The email will contain a personalized Join button that they will click to join your Meeting, bypassing the requirement for being signed into a Zoom account.



5. If changes are made to the Meeting you can go back to the **Add** button next to **Authentication Exception** and click the Resend Email button next to each participant to provide updated invites to them.
6. If someone added to the exception list tries to join from multiple devices it will only let in the first device joined using their custom **Join Meeting** URL. So they can not share the exception with others.



- [Email - How to Add, Manage, and Remove Delegates in Outlook for Mac](#)
- [Mail Merge for Outlook for Mac using a Shared Mailbox](#)
- [Zoom - Videoconference Room System Support Contacts](#)
- [Panopto cuts off the Instructor's lecture recording or cannot record](#)