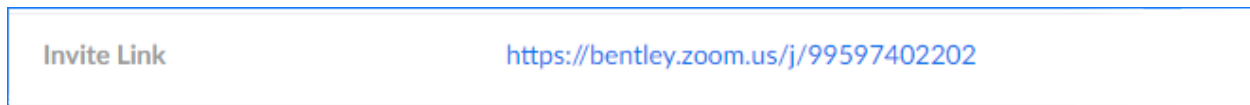


## Inviting a Guest Speaker to Join your Meeting

Step 1: Send the speaker the Zoom Link to your meeting

Example:



\*If your meeting is protected by a passcode, send the speaker the passcode with the link

Example:

Join Zoom Meeting:

<https://bentley.zoom.us/j/99597402202>

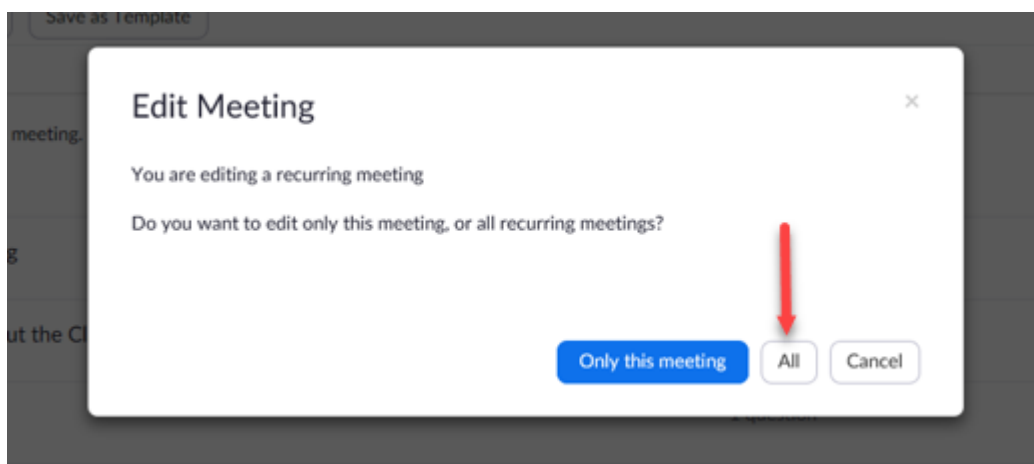
Passcode: History1

If you are inviting a non-Bentley guest speaker and the meeting has “authenticated users only” turned on in the security settings:

Step 1: Log into your zoom account to view/edit your meetings

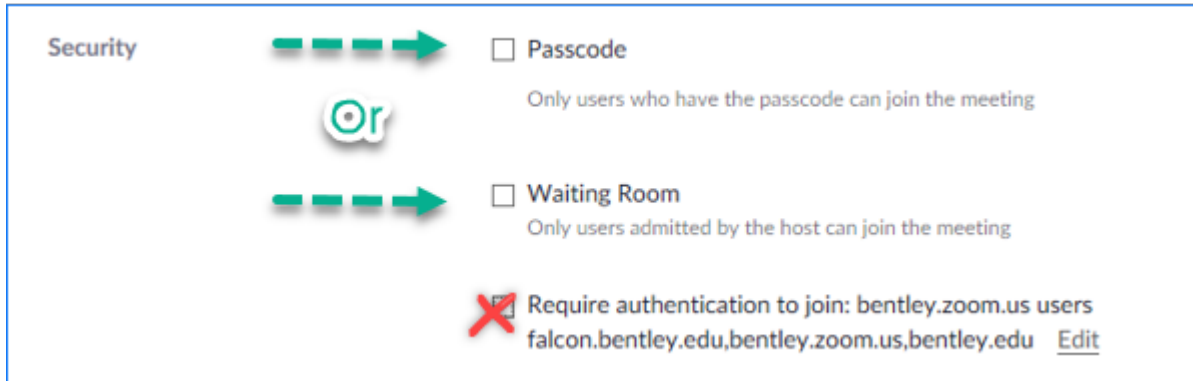
Step 2: Select the meeting you would like to invite the speaker to and edit the meeting.

Step 3: If the meeting is recurring in a series you will need to edit “All” to turn off authentication.



Step 4. Uncheck “authenticated users only”

Step 5: Select an alternate security option if you do not have another in place, then re-save the meeting.



The screenshot shows the 'Security' section of a Zoom meeting settings page. It features three options, each with a checkbox and a description:

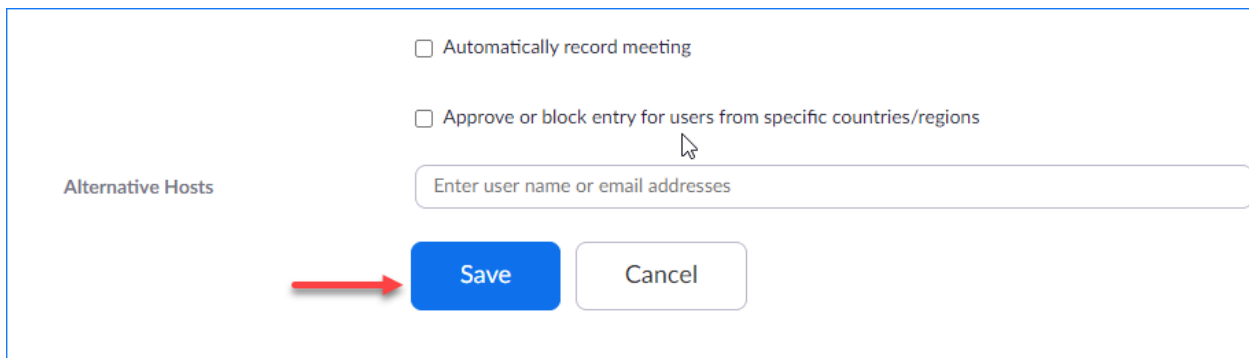
- Passcode**  
Only users who have the passcode can join the meeting
- Waiting Room**  
Only users admitted by the host can join the meeting
- Require authentication to join: bentley.zoom.us users falcon.bentley.edu,bentley.zoom.us,bentley.edu** [Edit](#)

Green dashed arrows point to the 'Passcode' and 'Waiting Room' options. A green 'Or' bubble is positioned between the first two options. A red 'X' is placed over the 'Require authentication' option.

Please note: If you only have authentication set to your meeting, when you turn it off to have a guest speaker you will have to select a passcode or waiting room in its place. Zoom requires all meetings to have at least one security option applied. If you use a passcode, you will need to send it to your students as well so they are able to join.

If you have frequent guest speakers in a semester, it is recommended you use either a passcode or waiting room instead of authenticated users only, so that you don't have to edit the meeting each time you would like to have a non-Bentley guest.

Step 6: Always re-save your meeting once you make any edits so that the changes area applied.



The screenshot shows the 'Alternative Hosts' section of a Zoom meeting settings page. It includes two checkboxes and a text input field:

- Automatically record meeting
- Approve or block entry for users from specific countries/regions
- Enter user name or email addresses

At the bottom, there are two buttons: a blue 'Save' button and a white 'Cancel' button. A red arrow points to the 'Save' button.