

How to restrict only XJTLU staff and students can join a meeting

Overview:

This guide will show you how to restrict only XJTLU staff or students to join a Tencent(VooV) Meeting.

What to know:

It is recommended to let students join a meeting with XJTLU account, this is to limit external users to join a meeting to the maximum extent.

[Schedule a meeting](#) and scroll down, there are settings for attendee restriction.

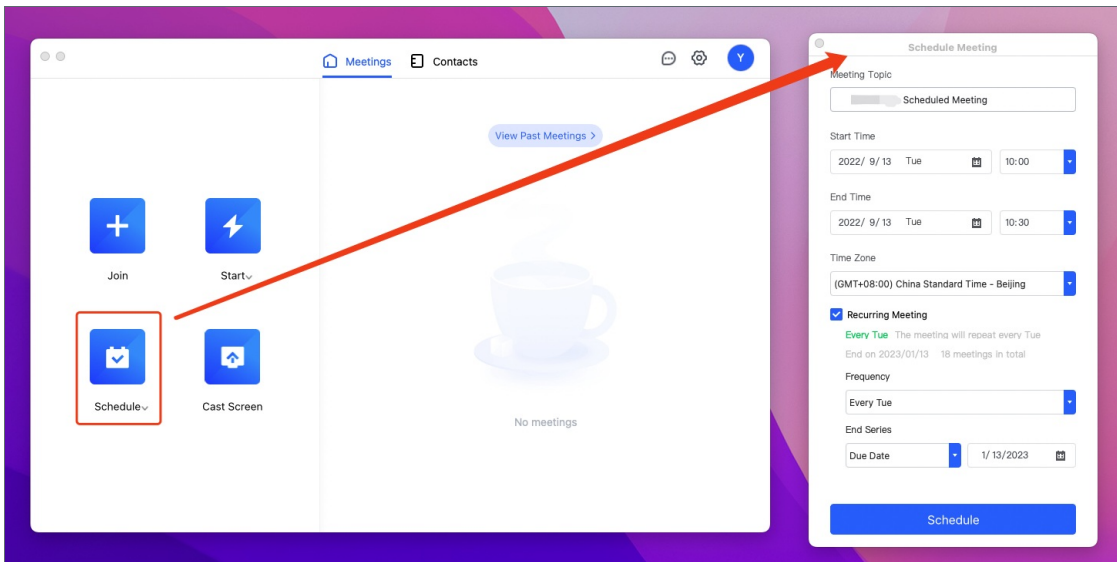


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Way 1: Set up a password for your meeting

Scroll down the page, there will be a "Meeting Password" section; select to enable and an input box will show up next to the "Enable" checkbox.

Schedule Meeting

Max Attendees
2000

Add Invitees
 [Add](#)

Assign Hosts
 [Add](#)

Meeting Password
 Enable

Docs [Add](#)
 Allow Attendees to Upload Files

Meeting Settings
 Auto Recording ⓘ
 Enable meeting registration ⓘ
 Enable Waiting Room
 Attendees Can Join Before the Host
 Enable watermark

Mute Attendees upon Entry

[Schedule](#)

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Meeting Settings
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Mute Attendees upon Entry

[Schedule](#)

Way 2: Select "Enterprise users only"

Scroll down this page, there will be an "Attendee Restriction" section, and you can select "Enterprise users only" then only users with XJTLU accounts can join this scheduled meeting.

Schedule Meeting

Auto Recording ⓘ
 Enable meeting registration ⓘ
 Enable Waiting Room
 Attendees Can Join Before the Host
 Enable watermark

Mute Attendees upon Entry
 Enable
 Disable
 Enable When Attendees Exceed 6

Attendee Restriction
 Open to all
 Enterprise users only

Live Streaming [Settings](#)

Polling [Add](#)

Interpretation
 Enable interpretation ⓘ

Host Key ⓘ
 Enable host key

[Schedule](#)

Online URL: <https://knowledgebase.xjtlu.edu.cn/article/how-to-restrict-only-xjtlu-staff-and-students-can-join-a-meeting-352.html>