

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

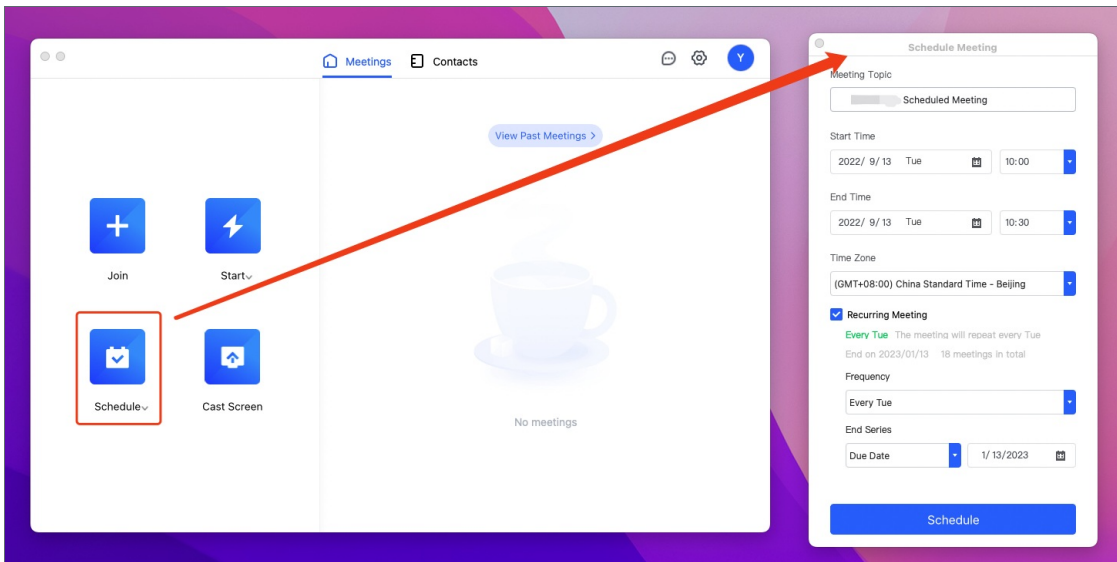
## Overview:

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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 Attendees Can Join Before the Host  
 Enable watermark

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>