

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

352   Zhefei Zhu   Tue, Sep 13, 2022   Tencent Meeting

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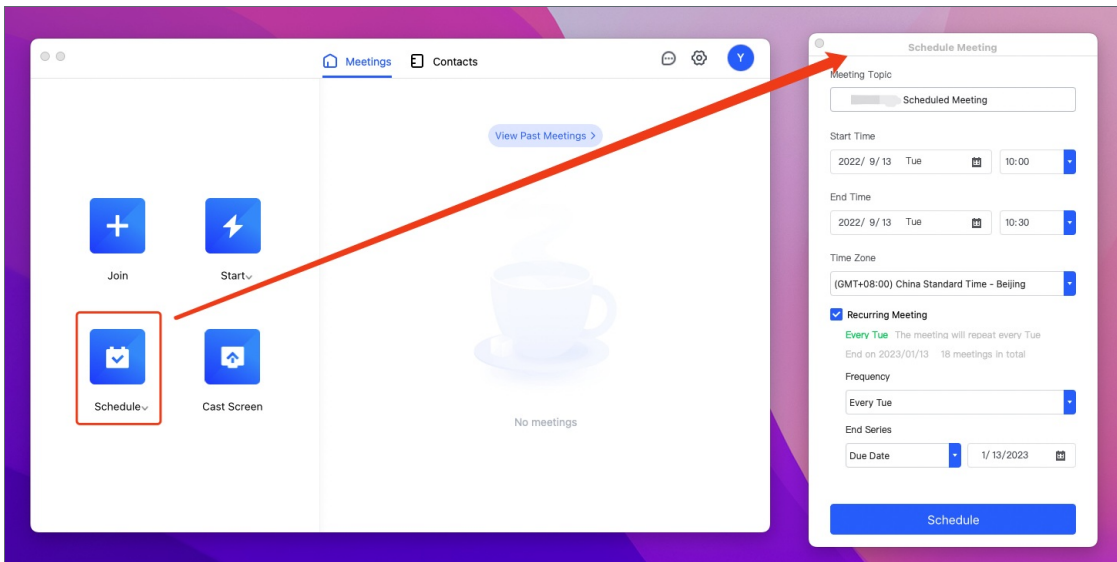
## Overview:

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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☐ 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>