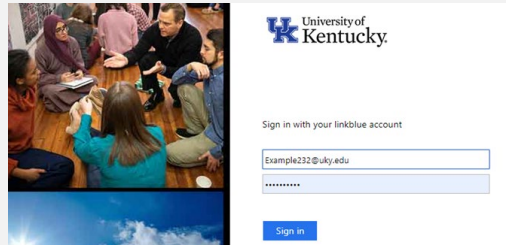


# Scheduling a Zoom Meeting For Authenticated Users

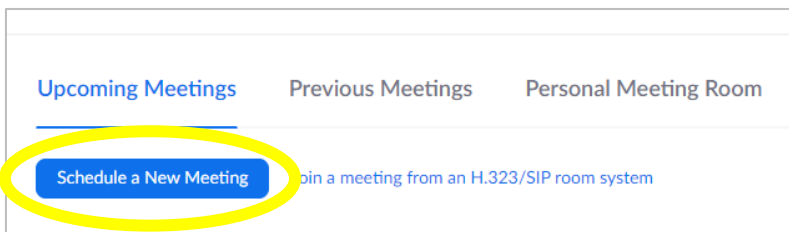
## Step 1:

Go to [uky.zoom.edu](https://uky.zoom.edu). Click “Sign In” and sign in using your LinkBlue credentials.



## Step 2:

Click “Schedule a new meeting” or open an existing meeting and click “Edit this Meeting” near the bottom of the screen.



## Step 3:

Select the desired meeting settings. In the “Meeting Options” section, check the “Only authenticated users can join.” Finally, click the “Save” button.

