

# INSTRUCTIONS FOR GUESTS IN ZOOM MEETINGS



Effective March 29, 2020, SFA requires all meeting participants to authenticate in order to access a Zoom meeting. For SFA employees and students, this means signing into the meeting using your mySFA credentials.

Guests (guest lecturers, vendors, etc.) can authenticate in one of several ways:

- Sign in with their existing Zoom account, if they have one.
- Sign up for a free Zoom account. Guests can do this easily by visiting [zoom.us](https://zoom.us) or by following the *Sign Up Free* link when prompted to sign in.
- Sign in with Google.
- Sign in with Facebook.

Signing in with any of the above means creating a Zoom Basic account (whereas all SFA employees and students have Zoom Pro account, which offers more features). Basic accounts have more limited functionality than Pro accounts and are limited in meeting duration, but as long as your guest is joining a meeting scheduled by an SFA employee through [sfasu.zoom.us](https://sfasu.zoom.us), the guest will not encounter time limitation issues.

Zoom Cloud Meetings

## Sign In

[Sign Up Free](#)

Enter your email

Enter your password [Forgot?](#)

Keep me signed in [Sign In](#)

or

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