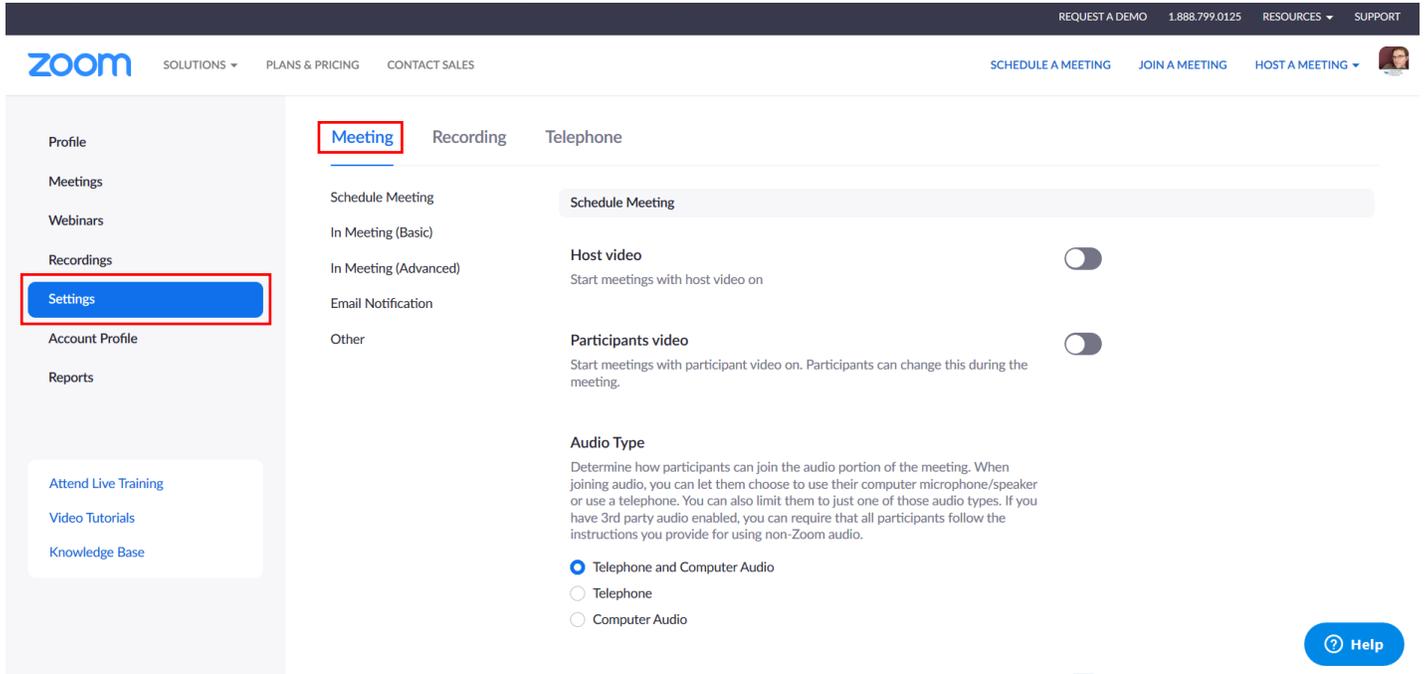


Enabling a Password for All Future Meetings

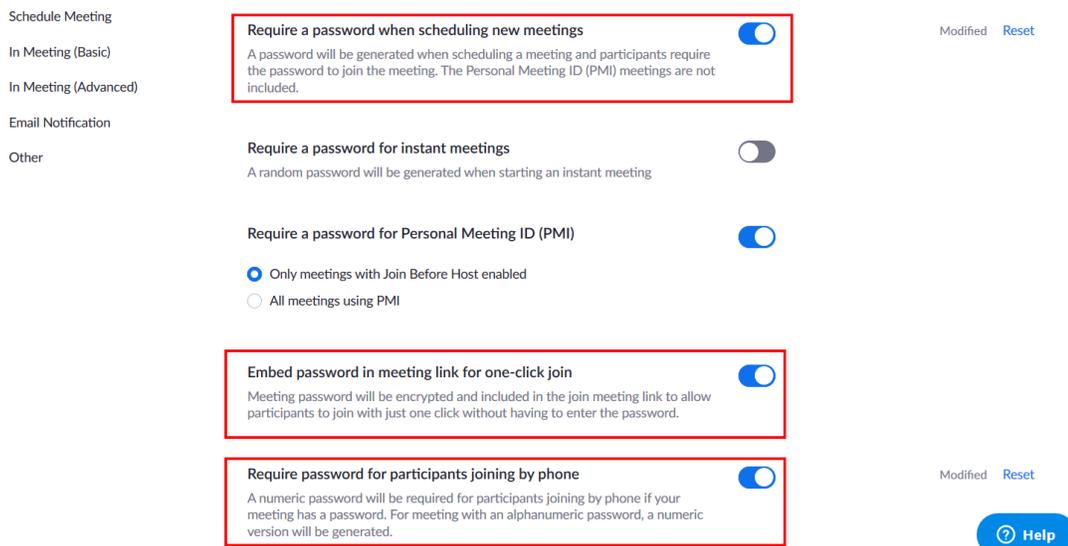
1) Sign into the Zoom web portal and navigate to **Settings**, stay in the **Meeting** tab.



The screenshot shows the Zoom web portal interface. In the top navigation bar, there are links for 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar contains a menu with 'Profile', 'Meetings', 'Webinars', 'Recordings', 'Settings' (highlighted with a red box), 'Account Profile', and 'Reports'. Below the sidebar are links for 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'Meeting' (highlighted with a red box) and includes sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. Under 'Other', there are settings for 'Host video' (disabled), 'Participants video' (disabled), and 'Audio Type' (set to 'Telephone and Computer Audio'). A 'Help' button is visible in the bottom right corner.

2) Verify that the password settings that you would like to use for your meetings are enabled. The following settings should be enabled:

- Require a password when scheduling new meetings
- Embed password in meeting link for one-click join
- Require password for participants joining by phone



The screenshot shows a close-up of the 'Other' settings section in the Zoom web portal. Three settings are highlighted with red boxes: 'Require a password when scheduling new meetings' (enabled), 'Require a password for instant meetings' (disabled), and 'Require a password for Personal Meeting ID (PMI)' (enabled). Below these are radio button options for 'Only meetings with Join Before Host enabled' (selected) and 'All meetings using PMI'. Further down, 'Embed password in meeting link for one-click join' (enabled) and 'Require password for participants joining by phone' (enabled) are also highlighted with red boxes. A 'Help' button is visible in the bottom right corner.

3) If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Enabling a Password for an Existing Meeting

If you created a meeting prior to enabling passwords for all meetings you will need to enable the password feature and provide a password of your choosing.

1. Sign in to the Zoom web portal and navigate to **Meetings**.
2. Click the **topic** of the meeting you would like to update the password for.

The screenshot shows the Zoom web portal interface. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. The main navigation bar contains 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar has a 'Meetings' link highlighted with a red box. The main content area shows 'Upcoming Meetings' with a table of meetings. The 'Test Meeting' topic is highlighted with a red box.

Start Time	Topic	Meeting ID	
Today 04:00 PM	Test Meeting	157-577-429	Start Delete

3. Click **Edit this Meeting**.

The screenshot shows the Zoom web portal interface for managing a meeting. The top navigation bar includes links for 'REQUEST A DEMO', '1.888.799.0125', 'RESOURCES', and 'SUPPORT'. The main navigation bar contains 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING'. The left sidebar has a 'Meetings' link highlighted with a blue box. The main content area shows 'My Meetings > Manage "Test Meeting"'. The meeting details are displayed in a table format. The 'Edit this Meeting' button at the bottom right is highlighted with a red box.

Topic	Test Meeting	Start this Meeting
Time	Mar 30, 2020 04:00 PM Eastern Time (US and Canada)	
Add to	Google Calendar Outlook Calendar (Ics) Yahoo Calendar	
Meeting ID	157-577-429	
Meeting Password	<input checked="" type="checkbox"/> Require meeting password	
Invite Attendees	Join URL: https://buffalo.zoom.us/j/157577429	Copy the invitation
Video	Host: Off Participant: Off	
Audio	Telephone and Computer Audio Dial from United States of America	
Meeting Options	<input checked="" type="checkbox"/> Enable join before host <input checked="" type="checkbox"/> Mute participants upon entry <input checked="" type="checkbox"/> Enable waiting room <input checked="" type="checkbox"/> Only authenticated users can join <input checked="" type="checkbox"/> Record the meeting automatically	
Delete this Meeting	Save as a Meeting Template	Edit this Meeting Start this Meeting Help

4. Under **Meeting Options**, check **Require meeting password** and input a **numerical password**.

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Edit "Test Meeting"

Topic Test Meeting

Description (Optional) Enter your meeting description

When 03/30/2020 4:00 PM

Duration 1 hr 0 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration Required

Meeting ID Generated ID 157-577-429 Personal Meeting ID 308-240-8483

Meeting Password Require meeting password Enter Password

Help

5. Click **Save**.

6. **Make sure to share out the new meeting invitation to your participants, located inside Meetings > Meeting topic.**

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES REQUEST A DEMO 1.888.799.0125 RESOURCES ▾ SUPPORT

SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Attend Live Training

Video Tutorials

Knowledge Base

My Meetings > Manage "Test Meeting"

Start this Meeting

Topic Test Meeting

Time Mar 30, 2020 04:00 PM Eastern Time (US and Canada)

Add to

Meeting ID 157-577-429

Meeting Password Require meeting password 12345

Invite Attendees Join URL: <https://buffalo.zoom.us/j/157577429?pwd=M1B5ZEIYZlhbkQ5TU2bjMxU2lnZz09>

Video Host Off
Participant Off

Audio Telephone and Computer Audio

Help