

Zoom Required Update – Sept 27

Starting on Sept 27, ALL Zoom meetings will be required to have a passcode. There are 2 options for sharing the password with your meeting attendees – give them the password that can be typed in once they join the meeting, OR you can share an invite link with the passcode embedded in it. It's recommended to share the invite link with the passcode embedded.

Updating Zoom Settings

You can set up your Zoom account to automatically share the passcode within the invite link. To do this:

zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

Change Delete

Department Office of Instruction

Job Title Instructional Designer

Company Clovis Community College

Account No. [REDACTED]

Personal Meeting ID **** * Show

https://cccconfer.zoom.us/j/**** Show

x Use this ID for instant meetings

Log into Zoom.us, and click the Settings link on the side navigation bar

Meeting Recording Telephone

Security

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Security

Waiting Room

When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Waiting Room Options

The options you select here apply to meetings hosted by users who turned 'Waiting Room' on

✓ Everyone will go in the waiting room

Edit Options Customize Waiting Room

Choose the Meeting tab from the navigation at the top of the page, and then Security from the side navigation bar.

- 1** **Require a passcode when scheduling new meetings** 
A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
- 2** **Require a passcode for instant meetings** 
A random passcode will be generated when starting an instant meeting
- 3** **Require a passcode for Personal Meeting ID (PMI)** 
 Only meetings with Join Before Host enabled
 All meetings using PMI
- 4** **Embed passcode in invite link for one-click join** 
Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

There are a few options you can enable that will set up passcodes automatically when you create meetings. These are:

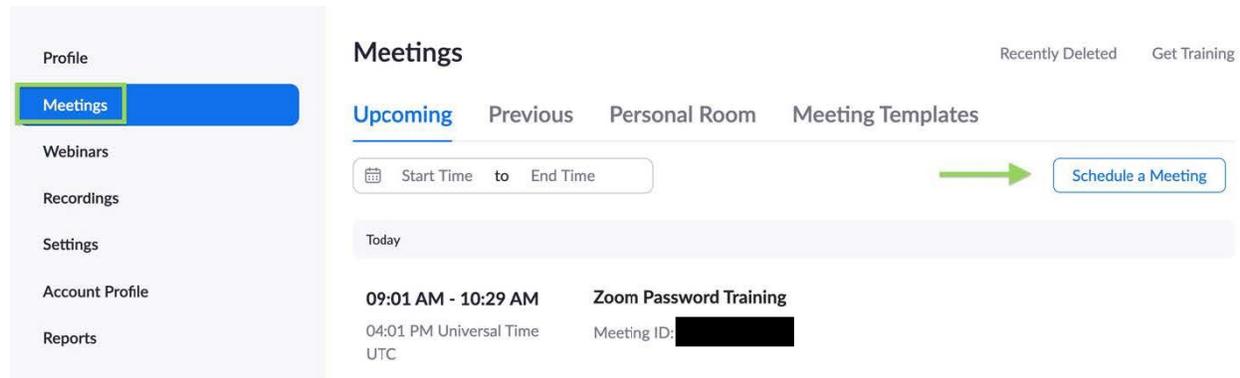
1. Require a passcode when scheduling new meetings
2. Require a passcode for instant meetings
3. Require a passcode for Personal Meeting ID (PMI).

Depending on how you are scheduling your meetings, you may choose to enable all three. If you are scheduling meetings using the Zoom app or through Zoom.us, make sure option 1 is enabled. If you use the Zoom app or Zoom.us to start a new meeting that is not scheduled, make sure option 2 is enabled. And if you're using your Personal Meeting ID, make sure option 3 is enabled.

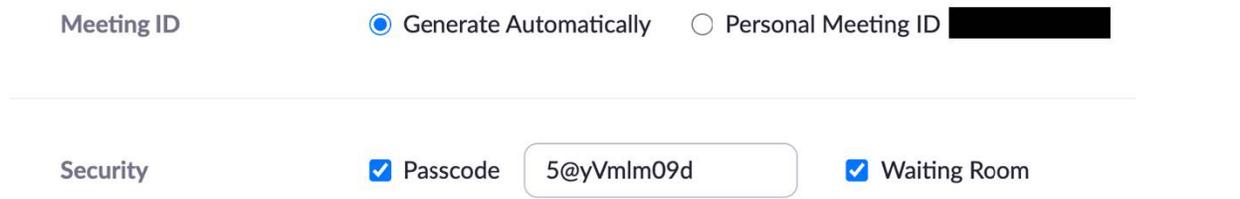
Option 4 will embed your passcode into the meeting invitation. You can continue to share the invite link with your students (or other meeting attendees), and they will be able to log in with that link. You can also share the passcode separately.

Using Zoom.us to Share an Invite Link with Passcode

To share the invite link with passcode embedded, choose Meetings from the side navigation bar on Zoom.us, and click the Schedule a Meeting button.



Complete the meeting information (Topic, Description, Time). Under Meeting ID, choose if you'd like to generate a new meeting ID or use your Personal Meeting ID. Under Security, make sure the Passcode option is checked and one has been generated.



Choose Save at the bottom.



The next screen will show your meeting invite link and invitation. When you share this link, make sure you see the "pwd" in the invite link. This is your embedded passcode. You can also share the passcode separately.

Using ConferZoom

If you are using ConferZoom through Canvas, your meeting links already have passcodes enabled and shared in the invite link. If students are joining from outside of Canvas (through the Zoom app or on their mobile devices), you may need to share the passcode with them. You can find it by clicking on the title of your meeting from either the event calendar or event list.

Course: Tracy Training Course | Role: administrator, teacher • View as Student | Logged in as [redacted] • Account Settings

Event Calendar | Appointment Booking | Event Recordings | Event Attendance

Upcoming Event

Zoom Password Training (2017453)

Starts: Fri, Sep 11, 9:00 AM
Ends: Fri, Sep 11, 10:30 AM

Host

Date	Time	Events
Fri 9/11	9:00 am – 10:30 am	Zoom Password Training (2017453)
Sat 9/12		
Sun 9/13		
Mon 9/14		
Tue 9/15		
Wed 9/16		
Thu 9/17		

The passcode is labeled in the event overview.

Zoom Password Training (2017453)

Details

[Host](#)

Starts in: 3 minutes 47 seconds

Date: Friday, September 11th, 2020

Start Time: 9:00 AM PDT* (UTC-07:00)

End Time: 10:30 AM

Duration: 1 hour, 30 minutes

Hosted By: [redacted]

Using: Zoom Meetings

Session ID: 93812584507

Session UUID: rbZ7qF8fTVuzTCyftWx21g==

Session Password: 5@yVmlm09d

Phone US: +1 6699006833

Phone US: +1 3462487799

Phone US: +1 2532158782

Phone US: +1 3126266799

Phone US: +1 6468769923

Phone US: +1 3017158592