

Zoom Privacy Options: Require A Password



1. Open your internet browser and go to <https://www.zoom.us/> .
2. Sign in.

A screenshot of the Zoom website homepage. The browser's address bar shows "https://www.zoom.us" circled in red. A red line points from the first instruction to this address bar. Another red line points from the second instruction to the "SIGN IN" button in the top navigation menu, which is also circled in red. The website content includes the Zoom logo, navigation links for "SOLUTIONS", "PLANS & PRICING", "CONTACT SALES", "JOIN A MEETING", "HOST A MEETING", and "SIGN IN, IT'S FREE". A large banner features the text "In this together. Keeping you securely connected wherever you are." with buttons for "Sign up for Free" and "Helpful Resources". Below the banner is an illustration of a person at a desk with a laptop, a grid of video thumbnails, a bar chart, and a padlock icon. At the bottom, there is a "Register Now" button and a Zoom logo in the corner.

PERSONAL

Profile

Meetings

Webinars

Recordings

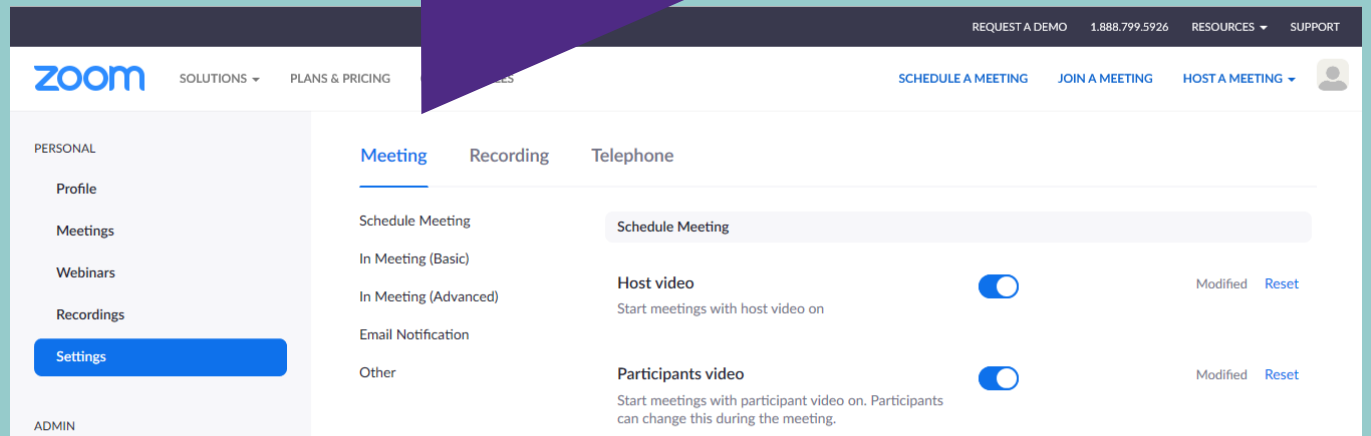
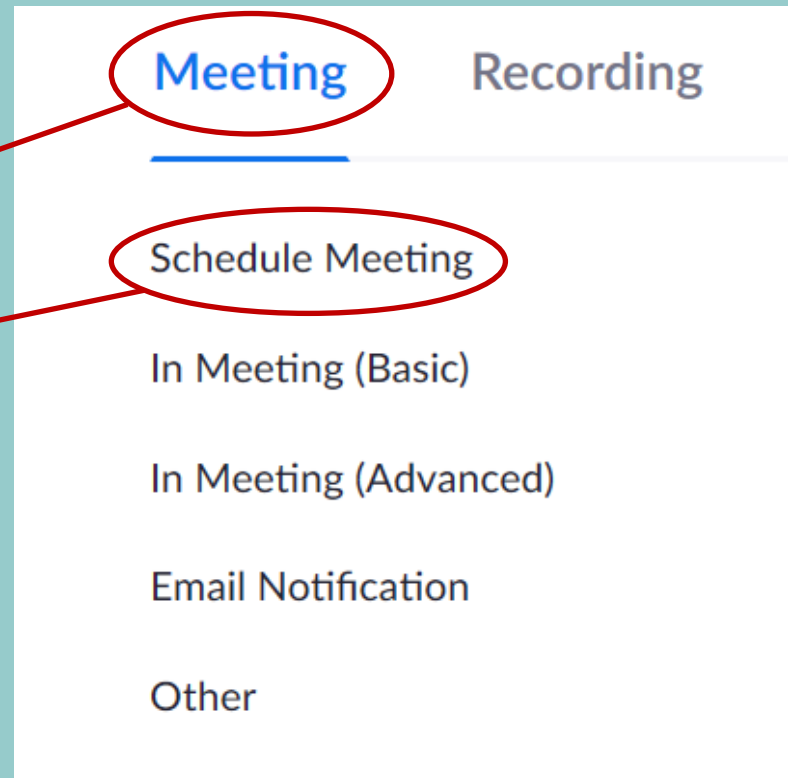
Settings

3. Go to the **Personal** tab on the left side of the webpage.

4. Select **Settings**.

The screenshot displays the Zoom web interface. At the top right, there are links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. The main navigation bar includes 'zoom', 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. On the left sidebar, the 'PERSONAL' section is active, with 'Settings' highlighted in blue. The main content area shows the 'Meeting' settings page, with tabs for 'Meeting', 'Recording', and 'Telephone'. Under the 'Meeting' tab, there are sections for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Host video' and 'Participants video' settings are visible, both with toggle switches turned on. The 'Host video' setting includes the text 'Start meetings with host video on' and 'Modified Reset'. The 'Participants video' setting includes the text 'Start meetings with participant video on. Participants can change this during the meeting.' and 'Modified Reset'.

5. Go to the **Meeting** tab.
6. Select **Schedule Meeting** under the Meeting tab.



7. Scroll down until you see the password settings.

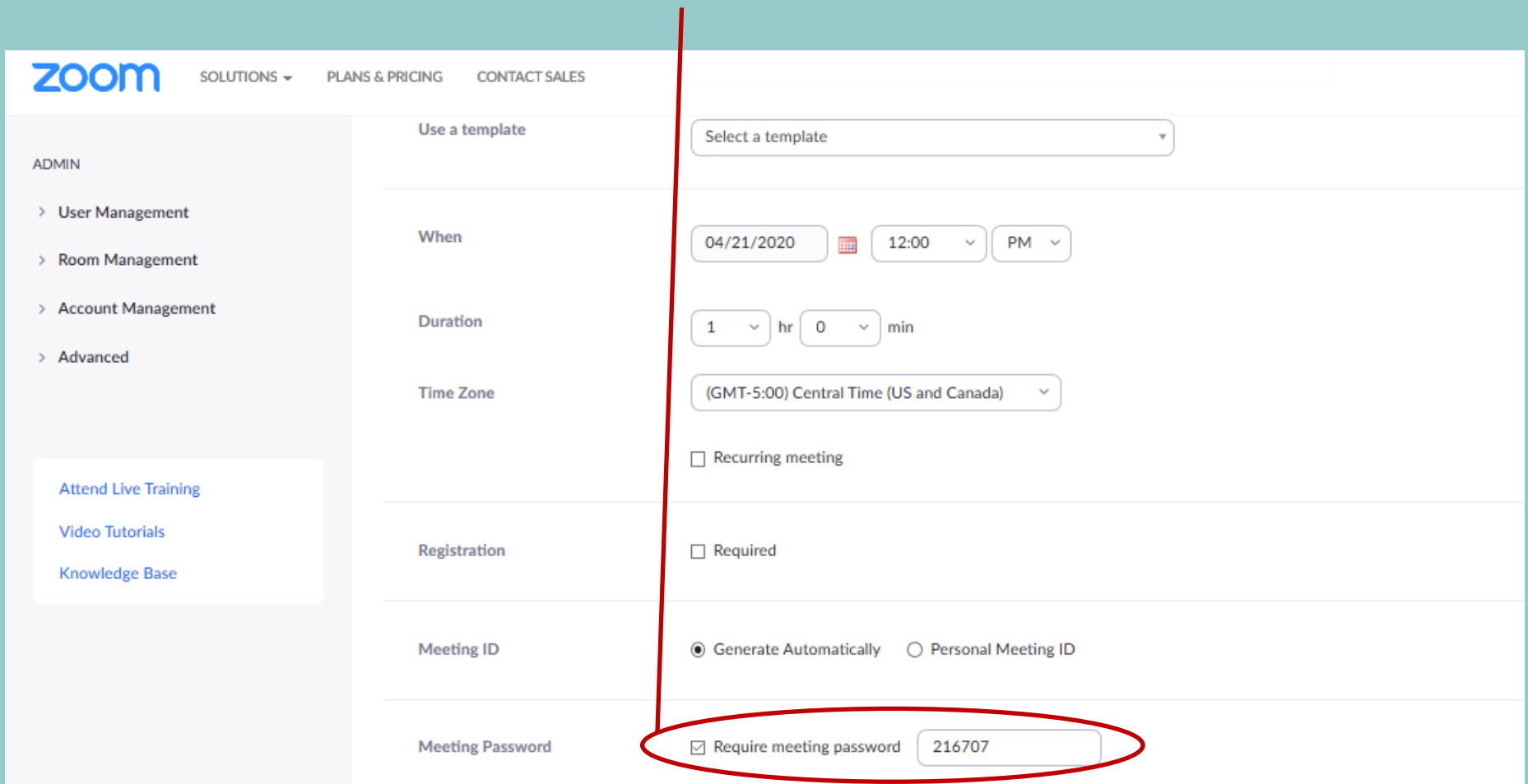
8. Make sure the password buttons are switched on blue.

- Require a password when scheduling new meetings**
A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.
- Require a password for instant meetings**
A random password will be generated when starting an instant meeting
- Require a password for Personal Meeting ID (PMI)**
 - Only meetings with Join Before Host enabled
 - All meetings using PMI
- Embed password in meeting link for one-click join**
Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.
- Require password for participants joining by phone**
A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

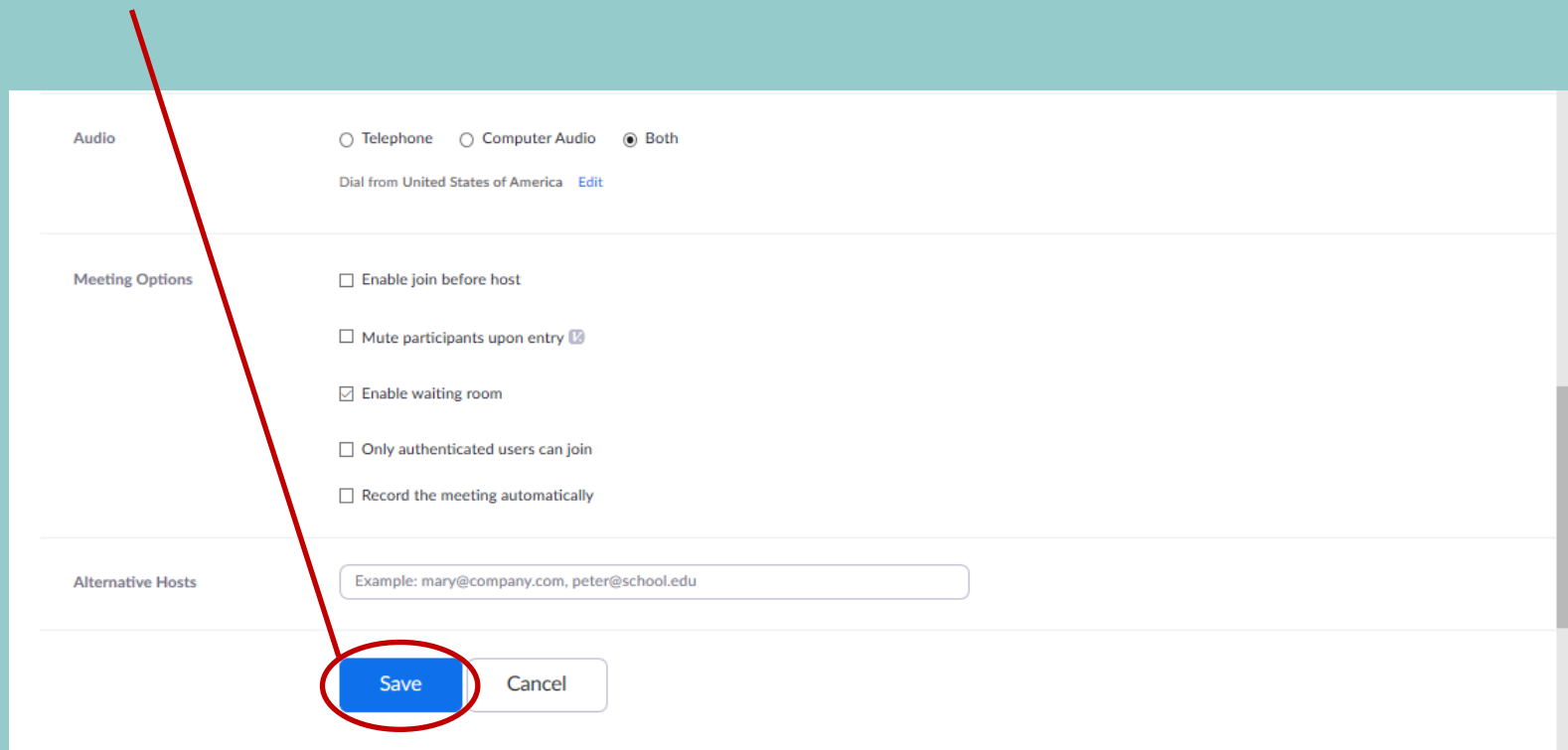
9. After requiring meeting passwords under your settings, passwords will be computer generated automatically. To create your own password for a meeting, click on the **Schedule A Meeting** tab at the top of the webpage. Note– This is different than the “Schedule A Meeting” tab under Settings.



10. Under **Meeting Options**, check the **Require meeting password** box. Passwords will be created automatically, but you can delete it and create your own by clicking on the text box.

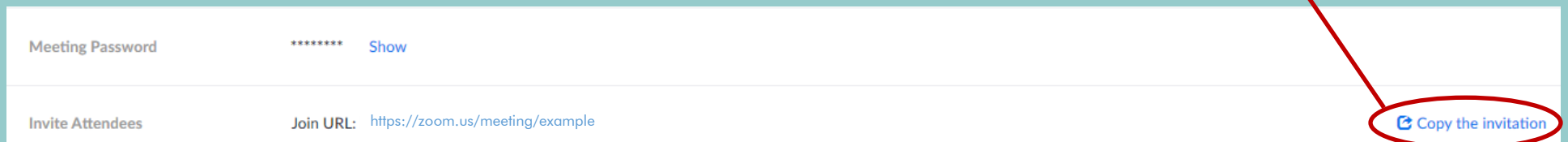


11. Scroll down and click **Save**. This schedules a meeting and creates the password for that meeting only.

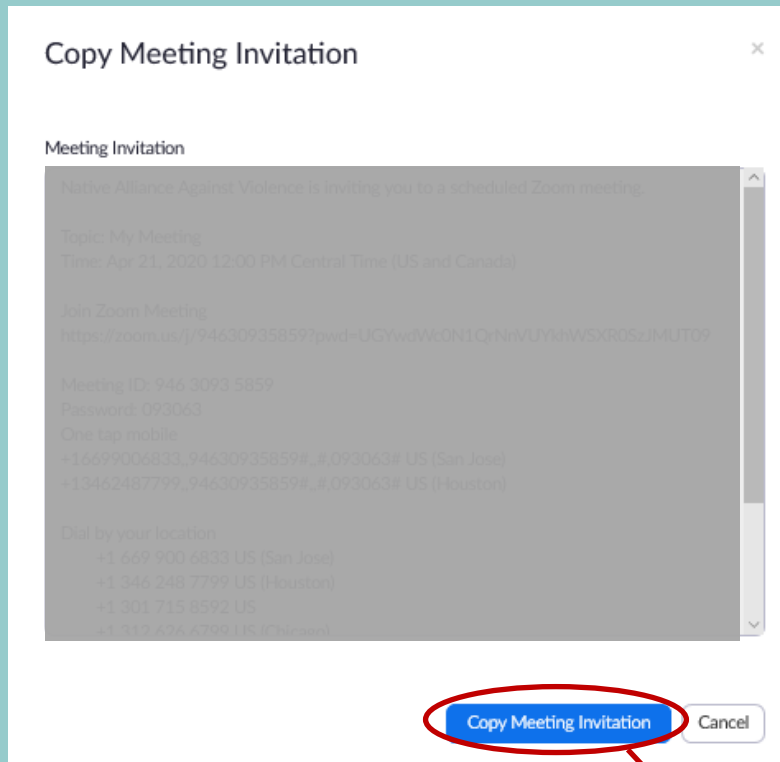


The screenshot shows the Zoom meeting creation interface. It includes sections for Audio settings (Telephone, Computer Audio, Both), Meeting Options (Enable join before host, Mute participants upon entry, Enable waiting room, Only authenticated users can join, Record the meeting automatically), and Alternative Hosts. A red arrow points from the 'Save' button at the bottom to the instruction text above. The 'Save' button is circled in red.

12. Once the meeting is created by clicking Save, you can scroll up the page to click **Copy the invitation** and share the password with meeting attendees.



The screenshot shows the Zoom meeting details page. It includes a Meeting Password field (masked with asterisks and a Show button) and an Invite Attendees section with a Join URL: <https://zoom.us/meeting/example>. A red arrow points from the 'Copy the invitation' button at the bottom right to the instruction text above. The 'Copy the invitation' button is circled in red.



13. After clicking “Copy the invitation”, a box with the meeting information will pop up (this example box is blurred for security). **Click Copy Meeting Invitation** to paste in an email to send to attendees.

Password Settings Completed

Limit Who Joins Your Zoom Call: Enable the Waiting Room

PERSONAL

Profile

Meetings

Webinars

Recordings

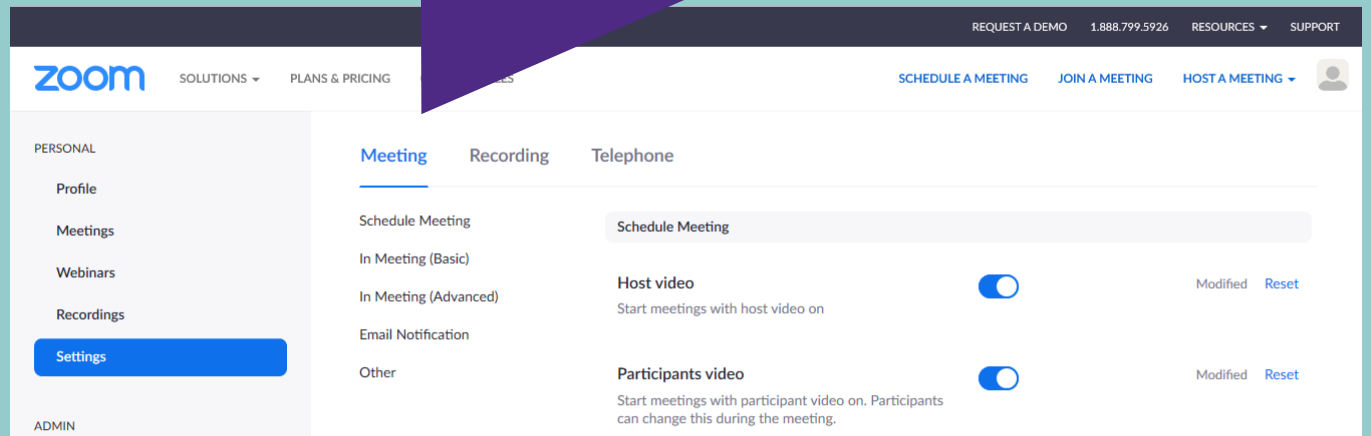
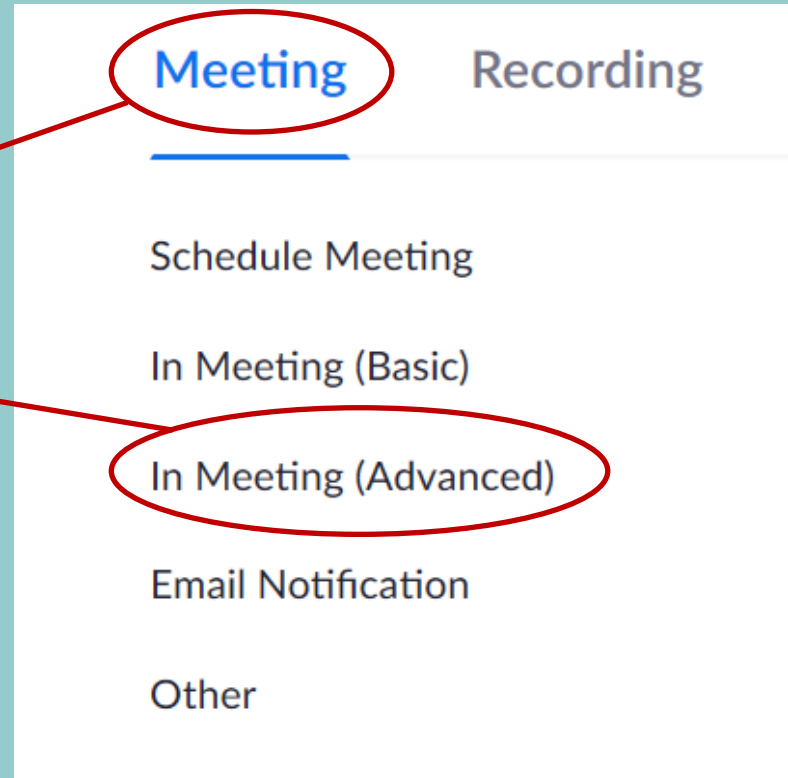
Settings

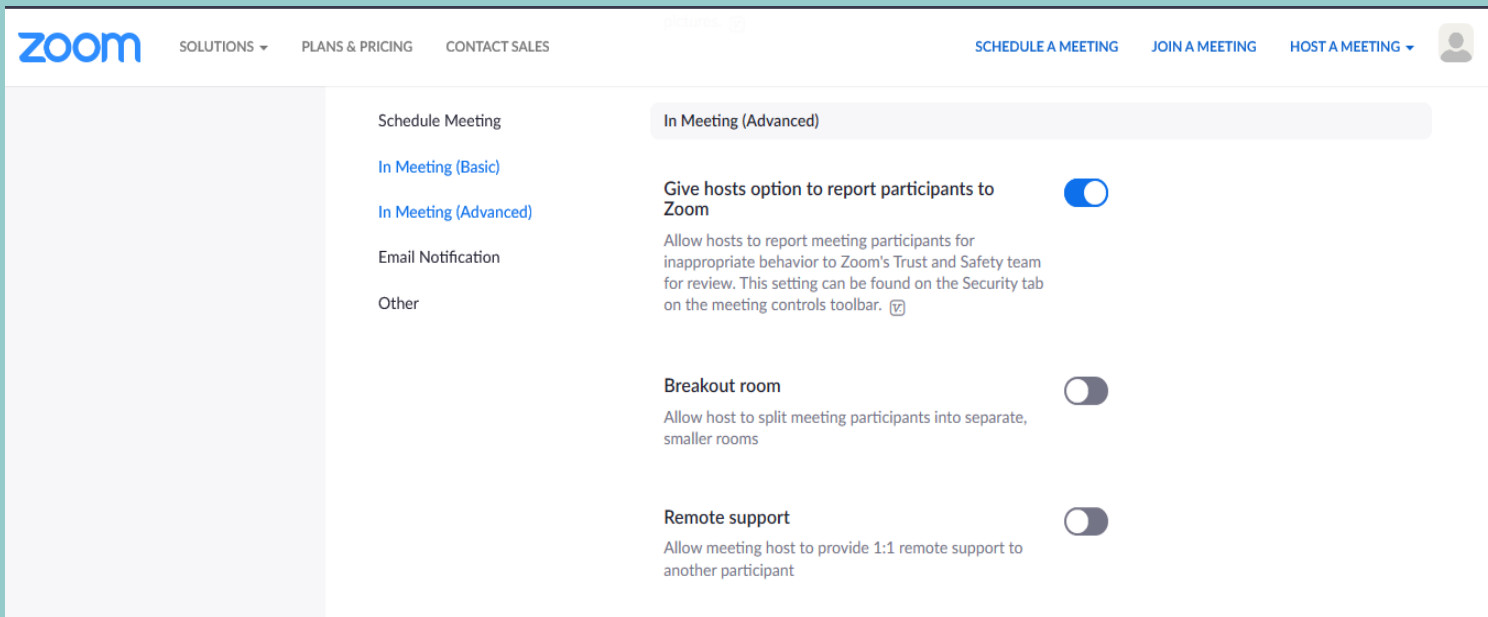
1. After you sign in to your account, Go to the **Personal** tab on the left side of the webpage.

2. Select **Settings**.

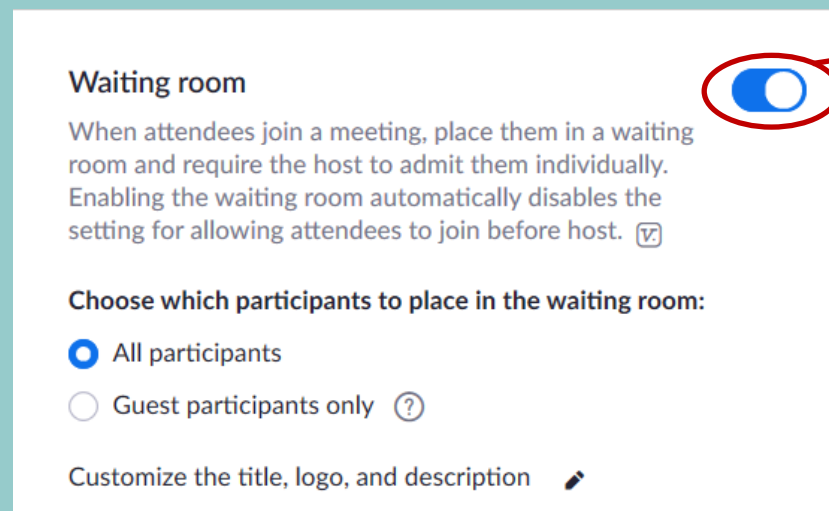
The screenshot shows the Zoom web interface. At the top, there is a navigation bar with links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below this is a secondary navigation bar with 'zoom' logo, 'SOLUTIONS', 'PLANS & PRICING', 'CONTACT SALES', 'SCHEDULE A MEETING', 'JOIN A MEETING', 'HOST A MEETING', and a user profile icon. The main content area is divided into two columns. The left column contains a sidebar with 'PERSONAL' and 'ADMIN' sections. Under 'PERSONAL', there are links for 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings' (which is highlighted in blue). Under 'ADMIN', there are links for 'Meeting', 'Recording', and 'Telephone'. The right column shows the 'Meeting' settings page. It has a 'Schedule Meeting' button at the top. Below that, there are two settings: 'Host video' and 'Participants video'. Both settings have a toggle switch that is currently turned on. The 'Host video' setting has a description: 'Start meetings with host video on'. The 'Participants video' setting has a description: 'Start meetings with participant video on. Participants can change this during the meeting.' Both settings have 'Modified' and 'Reset' links next to them.

3. Go to the **Meeting** tab.
4. Select **In Meeting (Advanced)** under the Meeting tab.





5. Scroll down until you see the **Waiting Room** option.



6. Make sure the button is switched on blue.

Waiting Room Settings Completed

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