

Zoom Privacy Options: Require A Password



Data Collection, Utilization, and Program Assessment Project

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

The screenshot shows the Zoom website homepage. The browser address bar displays <https://www.zoom.us/>. The navigation menu includes links for SOLUTIONS, PLANS & PRICING, CONTACT SALES, JOIN A MEETING, HOST A MEETING, SIGN IN, and SIGN UP, IT'S FREE. The main content area features the text "In this together. Keeping you securely connected wherever you are." and a large illustration of a person at a desk with a laptop, a Zoom meeting grid, and a bar chart. The footer contains the text "Learning made easy. Our Zoom experts offer sessions daily on all things Zoom." and a "Register Now" button.

PERSONAL

Profile

Meetings

Webinars

Recordings

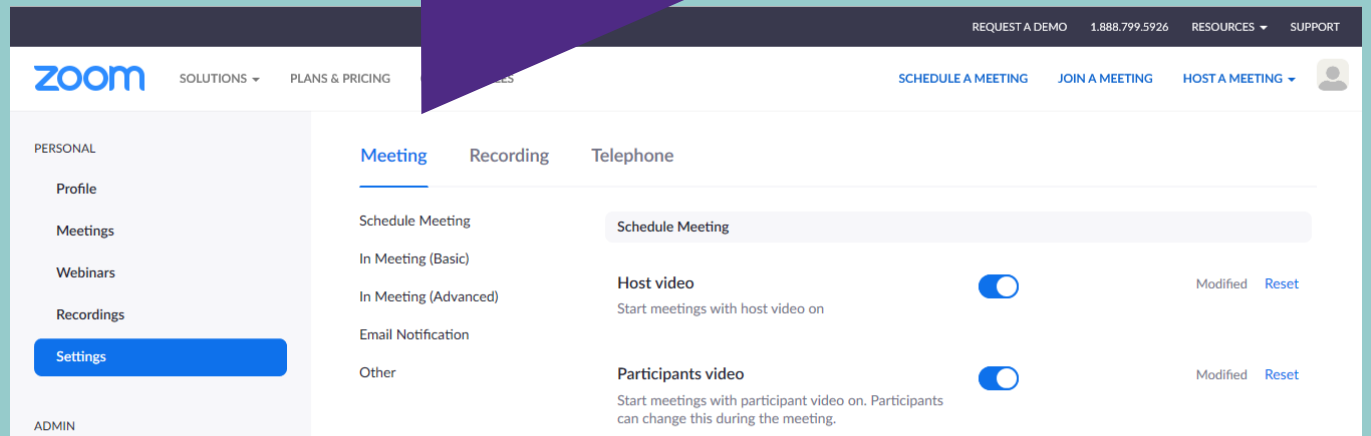
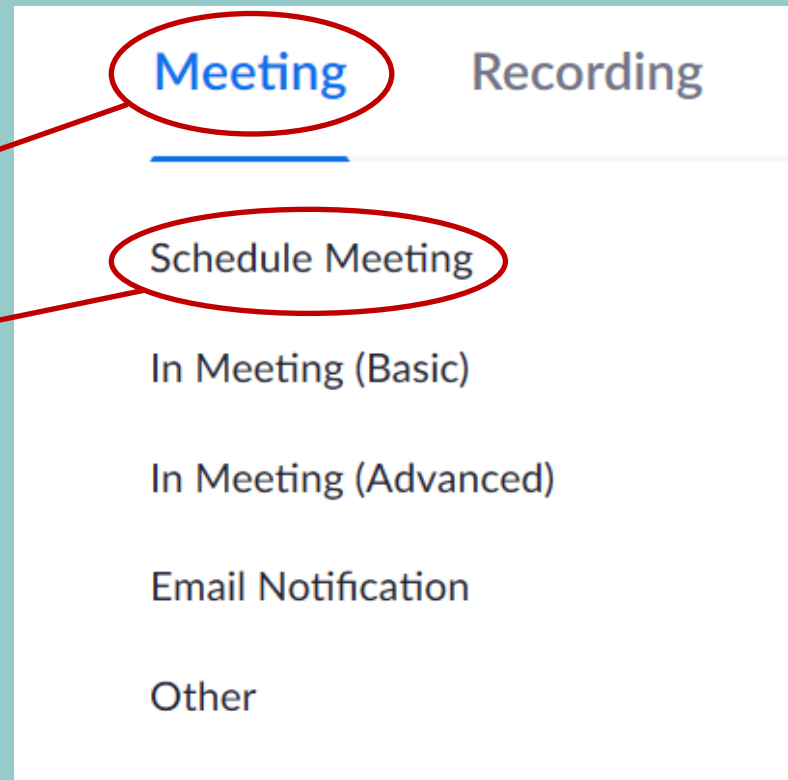
Settings

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' logo, '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' setting is turned on, and the 'Participants video' setting is also turned on. Both video settings have 'Modified' and 'Reset' links next to them.

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



zoom SOLUTIONS ▾ PLANS & PRICING CONTACT SALES SCHEDULE A MEETING JOIN A MEETING HOST A MEETING ▾

Meetings Webinars Recordings **Settings**

ADMIN

- > User Management
- > Room Management
- > Account Management
- > Advanced

Schedule Meeting

In Meeting (Basic)

In Meeting (Advanced)

Email Notification

Other

Host video Modified Reset

Start meetings with host video on

Participants video Modified Reset

Start meetings with participant video on. Participants can change this during the meeting.

Audio Type

Determine how participants can join the audio portion of the meeting. When joining audio, you can let them choose to use their computer microphone/speaker or use a telephone. You can also limit them to just one of those audio types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.

Help

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.

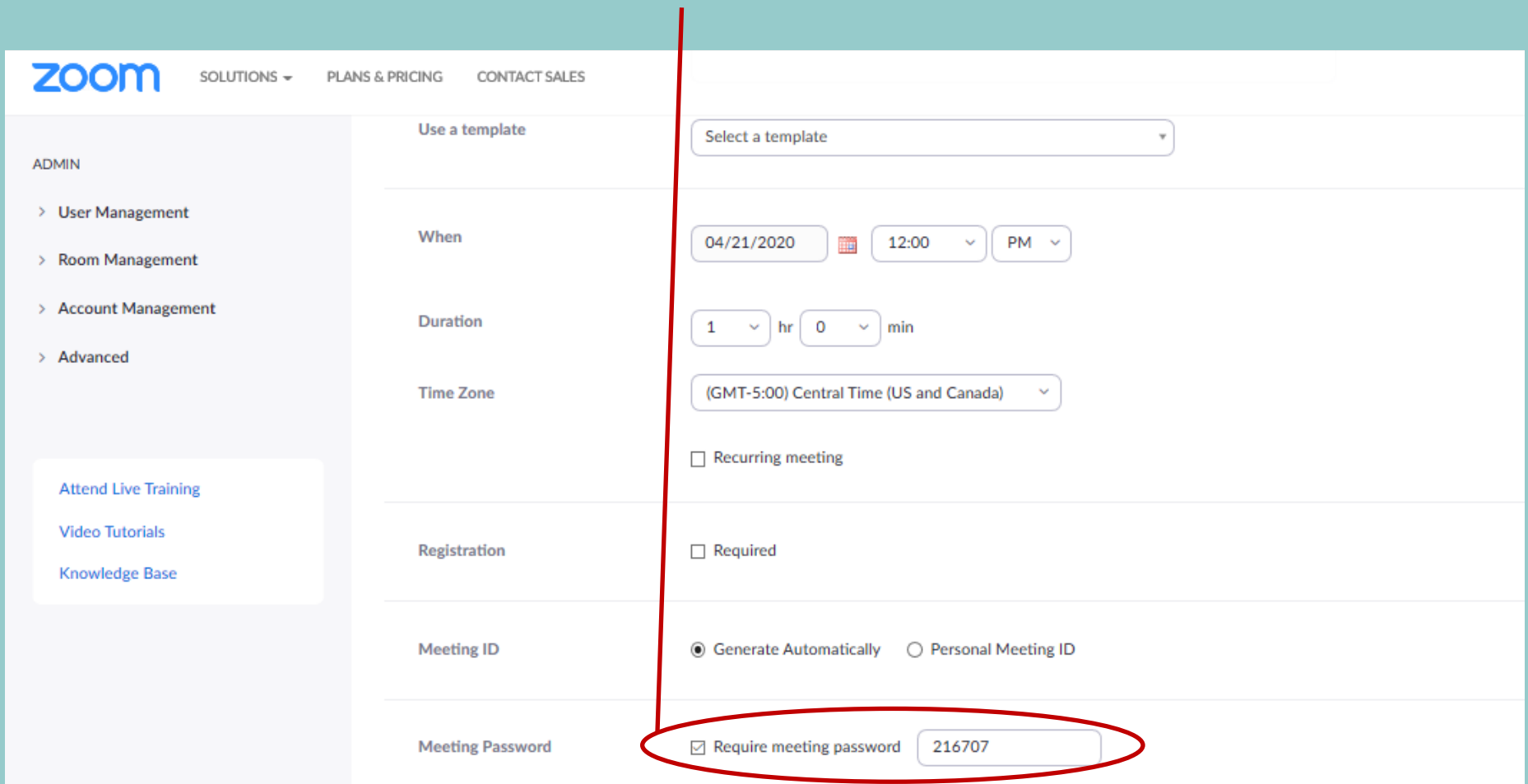
Require password for participants joining by phone

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.

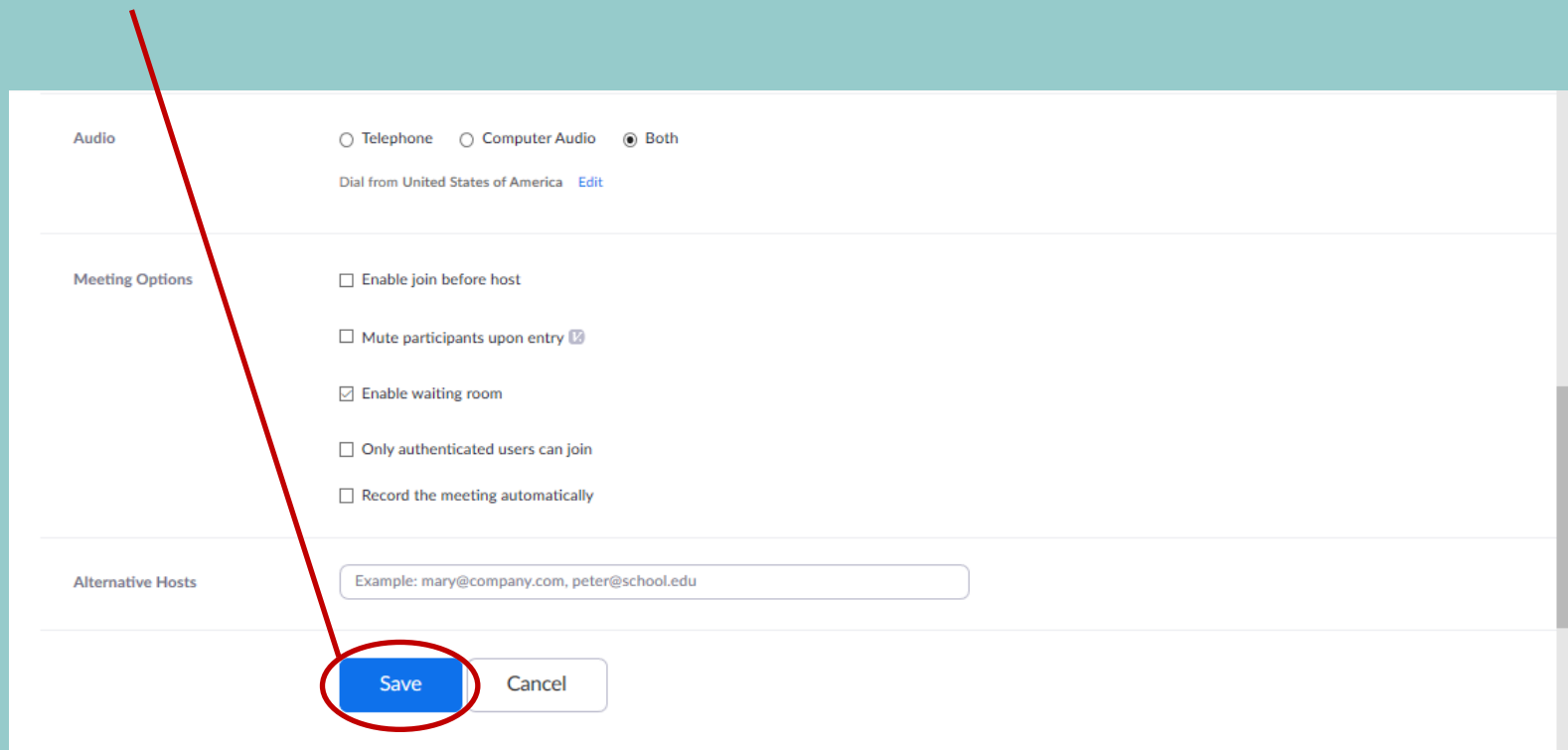
9. After requiring meeting passwords under your settings, passwords will be computer generated automatically. To create your own password for a meeting, click on the **Schedule A Meeting** tab at the top of the webpage. Note– This is different than the “Schedule A Meeting” tab under Settings.



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 settings page. It includes sections for Audio, Meeting Options, and Alternative Hosts. The 'Save' button is circled in red, and a red arrow points from it to the text above.

Audio

Telephone Computer Audio Both

Dial from United States of America [Edit](#)

Meeting Options

Enable join before host

Mute participants upon entry [ℹ](#)

Enable waiting room

Only authenticated users can join

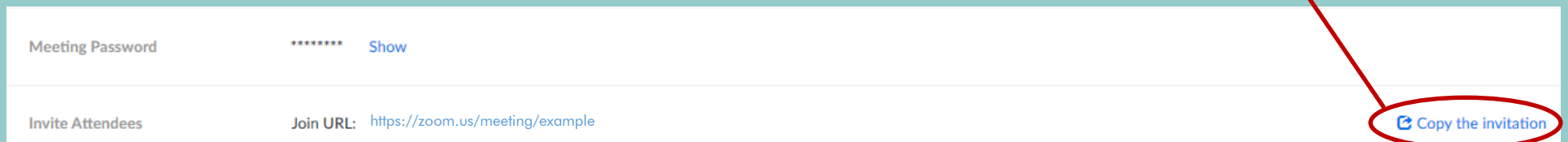
Record the meeting automatically

Alternative Hosts

Example: mary@company.com, peter@school.edu

Save **Cancel**

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.

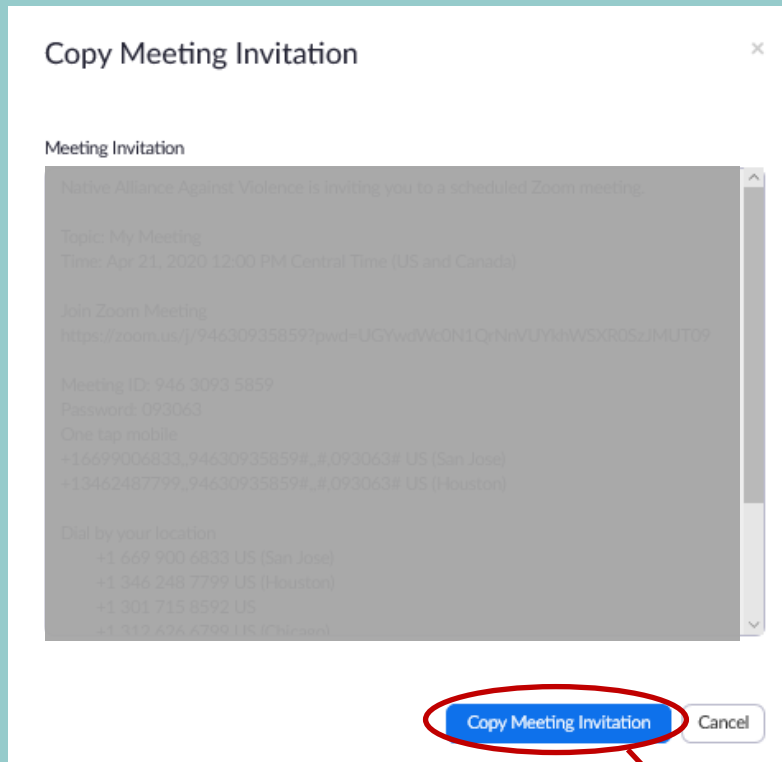


The screenshot shows the Zoom meeting creation confirmation page. It includes sections for Meeting Password and Invite Attendees. The 'Copy the invitation' button is circled in red, and a red arrow points from it to the text above.

Meeting Password ***** [Show](#)

Invite Attendees Join URL: <https://zoom.us/meeting/example>

[Copy the invitation](#)



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

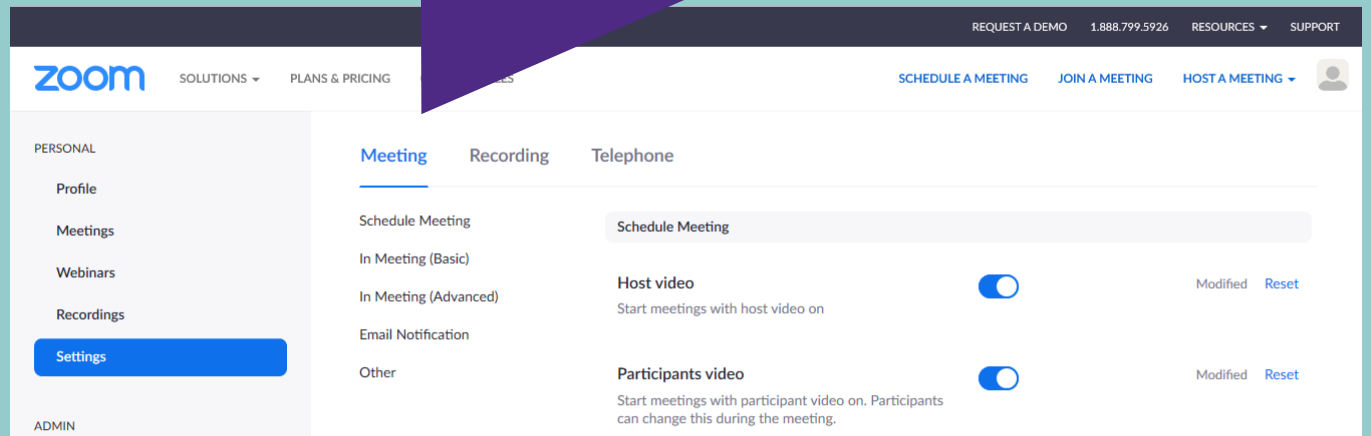
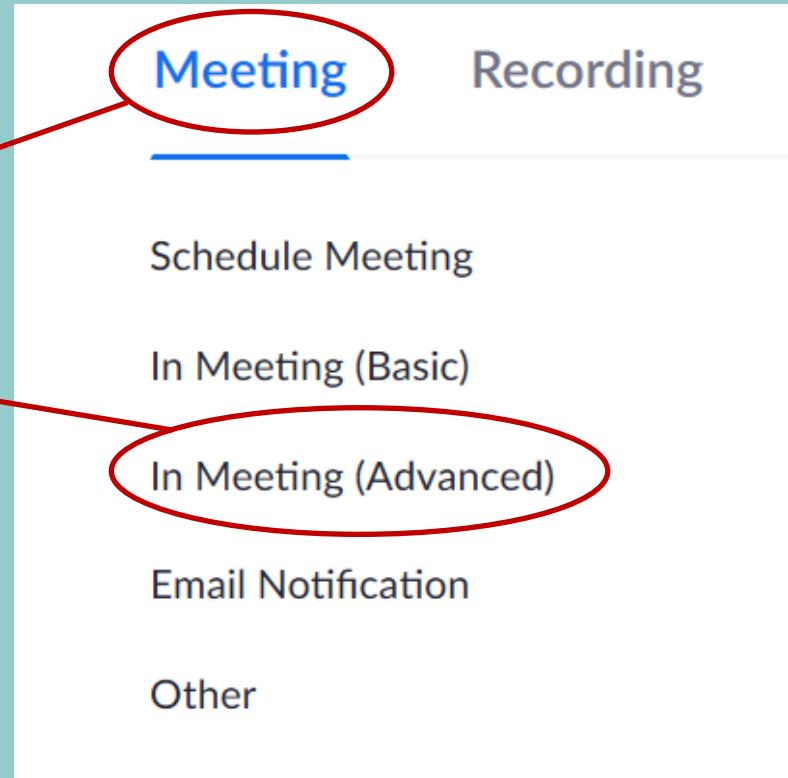
Settings

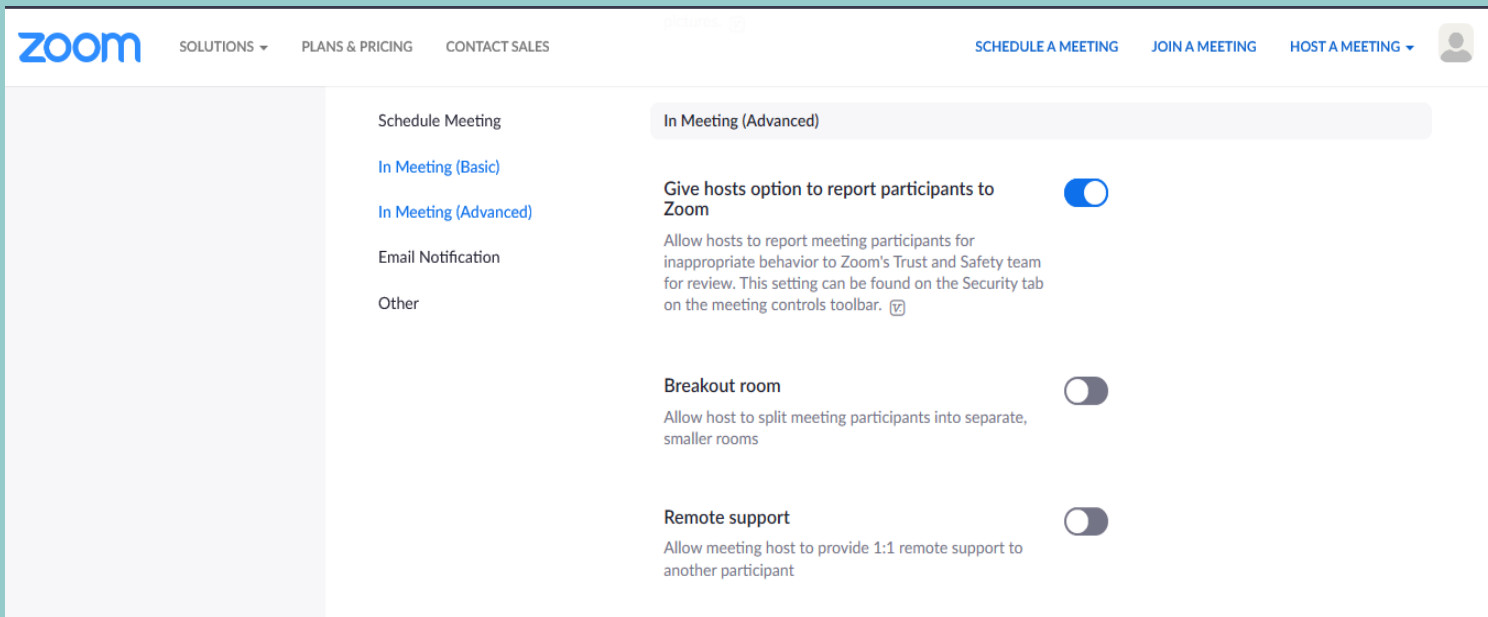
1. After you sign in to your account, Go to the **Personal** tab on the left side of the webpage.

2. Select **Settings**.

The screenshot shows the Zoom web interface. At the top right, there are links for 'REQUEST A DEMO', '1.888.799.5926', 'RESOURCES', and 'SUPPORT'. Below the Zoom logo, there are links for 'SOLUTIONS', 'PLANS & PRICING', and 'CONTACT SALES'. On the right side of the header, there are links for 'SCHEDULE A MEETING', 'JOIN A MEETING', and 'HOST A MEETING', along with a user profile icon. The left sidebar shows the 'PERSONAL' section with options for 'Profile', 'Meetings', 'Webinars', 'Recordings', and 'Settings' (which is highlighted in blue). The main content area is titled 'Meeting' and has sub-sections for 'Recording' and 'Telephone'. Under the 'Meeting' section, there are options for 'Schedule Meeting', 'In Meeting (Basic)', 'In Meeting (Advanced)', 'Email Notification', and 'Other'. The 'Schedule Meeting' option is selected, and it shows two settings: 'Host video' (which is turned on) and 'Participants video' (which is turned off). Each setting has a 'Modified' and 'Reset' link next to it.

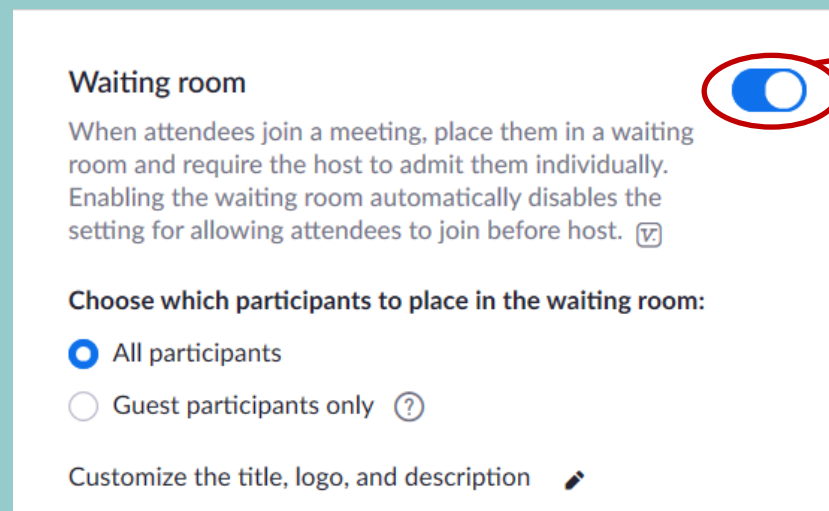
3. Go to the **Meeting** tab.
4. Select **In Meeting (Advanced)** under the Meeting tab.





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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