Zoom Meeting Passwords

In an effort to better protect meetings from unwanted participants, starting on Thursday, April 9, 2020, the University of Maine System version of Zoom will be set, by default, to require passwords and embed the password in the link for any new meetings. The use of passwords will prevent malicious actors from being able to randomly enter Zoom meetings without also having the password, adding an extra layer of security to your meetings. What does this mean for UMS Zoom users? Below are instructions and best practices for using passwords for your Zoom meetings.

- **Creating New Meetings with Passwords**
  - Creating a Meeting via maine.zoom.us or Blackboard
  - Creating a Meeting via Google Calendar
- **Editing Existing Meetings to Add Passwords**

Creating New Meetings with Passwords

When creating a new meeting, here is what you can expect to happen:

**Creating a Meeting via maine.zoom.us or Blackboard**

- When creating a new meeting, the option *Require meeting password* will be checked off with a random password generated

**Meeting Options**

- [ ] Require meeting password
- [ ] Enable join before host
- [ ] Mute participants upon entry

- The password can be manually changed, or the option deselected, if desired
- **Note:** The best practice would be to have a random password generated
- The meeting link will include an encrypted version of the password, so it will not be necessary for participants to enter the password if they use that link
- **Reminder:** Meeting links should only be shared with participants and not posted in publicly available places
- The password will also be included in new meeting notification emails for attendees, or the Google Calendar event, if your Zoom account is set up to connect to Google
- This change will impact meetings, personal meeting rooms, and instant meetings
- Additional information can be found on the [Zoom Meeting Password support page](#)

**Creating a Meeting via Google Calendar**

- The [Zoom/Google Calendar GSuite integration](#) will automatically use your updated settings when creating a new meeting - a random password will be generated and included in the meeting information
- If you are using the Zoom/Google Calendar Chrome plug-in, you may need to uninstall and reinstall the plug-in for it to access the updated settings
  - US:IT Zoom Support recommends the use of the [Zoom/Google Calendar GSuite integration](#) when scheduling Zoom meetings from directly within Google Calendar

Editing Existing Meetings to Add Passwords

The change to require a meeting password will not apply to already scheduled meetings. You will need to edit your existing meetings to select this feature in order to protect them with a password.

- Meetings must be updated at maine.zoom.us
- [Instructions for editing existing meetings](#)
- Once a meeting has been edited to include a password, the meeting host will need to contact participants to either share the password or the updated meeting link
  - On the meeting information page at maine.zoom.us, after updating the meeting, you can click on **Copy the invitation** to get a formatted updated meeting invitation with the password included. This can be emailed to participants.

- Alternatively, meetings can be deleted and recreated using the directions above for creating a new meeting
Note: If you have set your account to use Personal Meetings ID (PMI) for your meetings, once you have scheduled a meeting using this new setting all future meetings (including those already scheduled) will require a password. The best practice moving forward would be to not use a PMI for your Zoom meetings and classes.