Zoom Meeting Passcodes

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 passcodes and embed the passcode in the link for any new meetings. The use of passcodes will prevent malicious actors from being able to randomly enter Zoom meetings without also having the passcode, 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 passcodes for your Zoom meetings.

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

Creating New Meetings with Passcodes

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 passcode will be checked off with a random password generated

Meeting Options

- ✔ Require meeting password: 744980
- ✔ Enable join before host
- □ Mute participants upon entry

- The passcode can be manually changed, or the option deselected, if desired
  - Note: The best practice would be to have a random passcode generated
- The meeting link will include an encrypted version of the passcode, so it will not be necessary for participants to enter the passcode if they use that link
  - Reminder: Meeting links should only be shared with participants and not posted in publicly available places
- The passcode 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 Passcode 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 passcode 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 Passcodes

The change to require a meeting passcode 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 passcode.

- Meetings must be updated at maine.zoom.us
- Instructions for editing existing meetings
- Once a meeting has been edited to include a passcode, the meeting host will need to contact participants to either share the passcode 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 passcode 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 meeting (including those already scheduled) will require a passcode. The best practice moving forward would be to not use a PMI for your Zoom meetings and classes.