

**From:** [Lane, John](#)  
**Subject:** Important coming changes to Zoom Meetings August 12th  
**Date:** Monday, August 3, 2020 10:31:02 AM

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Greetings Colleagues.

In the past UHD faculty had the ability to set up Zoom meetings with or without a passcode. However, Zoom has updated their system to require passcode for all meetings as a part of meeting security requirements. **Starting August 12th, all Zoom meetings will require to have a passcode** for any meeting regardless of whether you're using your personal meeting ID or a randomly generated one. The passcode feature will be automatically turned on when creating a meeting. **We strongly urge you to please take a moment to go through your course content and syllabus or any other meeting requests and be sure the passcode is used.**

***WARNING: If you apply a Meeting Passcode to an existing meeting, you must update your scheduled meetings and you must re-send the meeting invitations with the passcode information so your attendees are able to join.***

In addition, if you decided to disable the passcode for a meeting then the waiting room feature will be turned on automatically and you'll not be able to disable it. Essentially participants in your zoom meeting will not be able to get in unless they have a passcode or you admit them from the waiting room.

Both security features allow the meeting host to manage who is allowed into the session and prevent unexpected participants or potential "Zoombombers" from interrupting your virtual classes or office hours. You can enable these security options now for an individual meeting or you can change the setting for your account through the online web portal to use one or both features with all of your meetings now.

#### **Applying a passcode to a new meeting**

Video: <https://youtu.be/NFuc1yHVeWg>

Document: <https://www.uhd.edu/computing/blackboard/Pages/training/ZoomPasscode.aspx>

#### **Applying a passcode to an existing meeting**

Video: <https://youtu.be/MOnnlAFvGdc>

Document: <https://www.uhd.edu/computing/blackboard/Pages/training/ZoomPasscode.aspx#Exist>

#### **Zoom Waiting Rooms:**

<https://www.uhd.edu/computing/blackboard/Pages/training/ZoomWaitingRooms.aspx>

Also Zoom is changing their vernacular slightly about password. Normally when you set up a meeting in zoom you can check off the box that says create a password for this meeting. Now Zoom is changing that to say passcode, so as not to confuse the password to login to a zoom account and the passcode used to enter the meeting.

Thank you for your understanding and support. If you have any questions please contact us at

[bb@uhd.edu](mailto:bb@uhd.edu) or call us 713-221-2786

We look forward to the new Fall term supporting you!

Best regards,

Your friends in the TTLC