Setting a Passcode for a Zoom Meeting

Setting a Passcode for a Zoom Meeting

> ℹ️ Starting September 27th, Zoom will require that all meetings have a Passcode or a Waiting Room enabled. By default, MIT Zoom accounts will automatically have the waiting room enabled.

On this page:

Overview

Protect your virtual interactions and minimize disruption, intentional or unintentional, to your Zoom meetings and online classes by managing access and features to ensure a positive and productive teaching, learning, and working environment.

Zoom has published a blog post with several recommendations.

ℹ️ The instructions below were created on the Zoom desktop app for MacOS. Other platforms and devices will vary slightly.

Recommendations

To reduce disruption to your Zoom sessions from those who are not the intended invitees, MIT strongly recommends the following guidelines for all MIT Zoom meeting hosts:
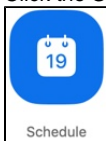
- For sessions that are part of our remote teaching effort, we strongly urge allowing only Touchstone-authenticated participants.
- For uses other than remote teaching, if non-MIT attendees are invited, we strongly recommend requiring a meeting passcode.

MIT does not recommend allowing attendees to join any Zoom session without requiring either a passcode or Touchstone authentication.

Set a Passcode for Your Zoom Meeting

Require a passcode to enter the room that you communicate only to attendees. This option is set during meeting scheduling.

1. Start Zoom
2. Click the **Schedule** button.

3. Under **Meeting Options** select **Require meeting passcode**
4. Specify a strong passcode

Schedule Meeting

Topic

My Zoom Meeting

Date

3/25/2020   1:00 PM   to   3/25/2020   3:00 PM

☐ Recurring meeting   Time Zone: Eastern Time (US and Canada)

Meeting ID

◉ Generate Automatically   ○ Personal Meeting ID 378-405-4174

Password

☐ Require meeting password

Video

Host ◉ On ○ Off   Participants ◉ On ○ Off

Audio

○ Telephone   ○ Computer Audio   ◉ Telephone and Computer Audio

Dial in from United States and other 54 countries/regions Edit

Calendar

◉ iCal   ○ Google Calendar   ○ Outlook   ○ Other Calendars

Advanced Options ˅

Cancel   Schedule

5. Be sure to click **Schedule** to save your settings and schedule your meeting.
   Result: Only users who have the passcode will be able to join your meeting. Be sure to let your participants know the passcode far enough in advance of the meeting they will be able to attend.

See Also

- Frequently Asked Questions about Zoom Security
- Limiting Access and Reducing Disruptive Behavior in Zoom
- Setting up Your Zoom Personal Room
- Zoom Landing Page

Have Questions or Still Need Help?

- Contact the IS&T Service Desk