Securing Your Class Meetings in Zoom

To add an additional layer of security for your existing meetings, all meetings will require a password as a default. This document covers how to set and share your meeting password with participants.

PASSWORD PROTECTED MEETINGS

Set a password for your meetings and email it to your students through Questrom Tools.

How to Create and Share a Meeting Password

1. Navigate to [QUESTROM.ZOOM.US](https://QUESTROM.ZOOM.US) and log in

2. Under the Meetings tab, select your class from the list by clicking its name in the "Topic" column
3. SCROLL TO THE BOTTOM AND CLICK ON "EDIT MEETING"

To set up recurrence, you will need to select "All" to edit all future meetings.

4. ENABLE MEETING PASSWORD BY CHECKING "REQUIRE MEETING PASSWORD"

After checking the box, type in a password, or use the randomly generated password.

5. SEND THE MEETING PASSWORD TO YOUR STUDENTS AND POST IT TO QUESTROMTOOLS
JOINING A MEETING WITH MEETING PASSWORD

1. LOCATE MEETING LINK
   Locate the Zoom Meeting Link sent to you from your professor.

2. CLICK ON MEETING LINK TO JOIN ZOOM SESSION
   To join into the Zoom Meeting, please click on the Zoom Meeting Link.

3. ENTER THE MEETING PASSWORD
   Locate the meeting password that your professor sent to you, and enter it into the Meeting Password input box. Click Join Meeting.