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 BOSTONU.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.