

# 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

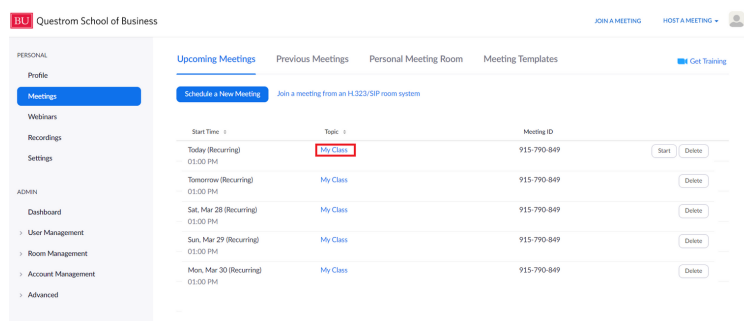
### How to Create and Share a Meeting Password

1

NAVIGATE TO [QUESTROM.ZOOM.US](https://questrom.zoom.us) AND LOG IN

2

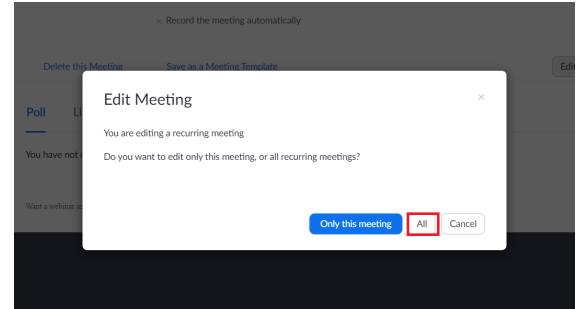
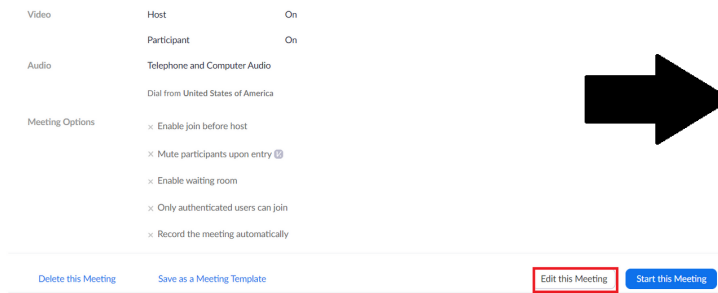
UNDER THE MEETINGS TAB, SELECT YOUR CLASS FROM THE LIST BY CLICKING ITS NAME IN THE "TOPIC" COLUMN



3

## SCROLL TO THE BOTTOM AND CLICK ON "EDIT MEETING"

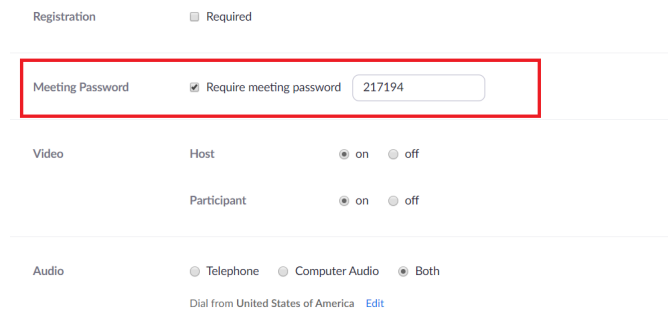
To set up recurrence, you will need to select "All" to edit all future meetings.



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

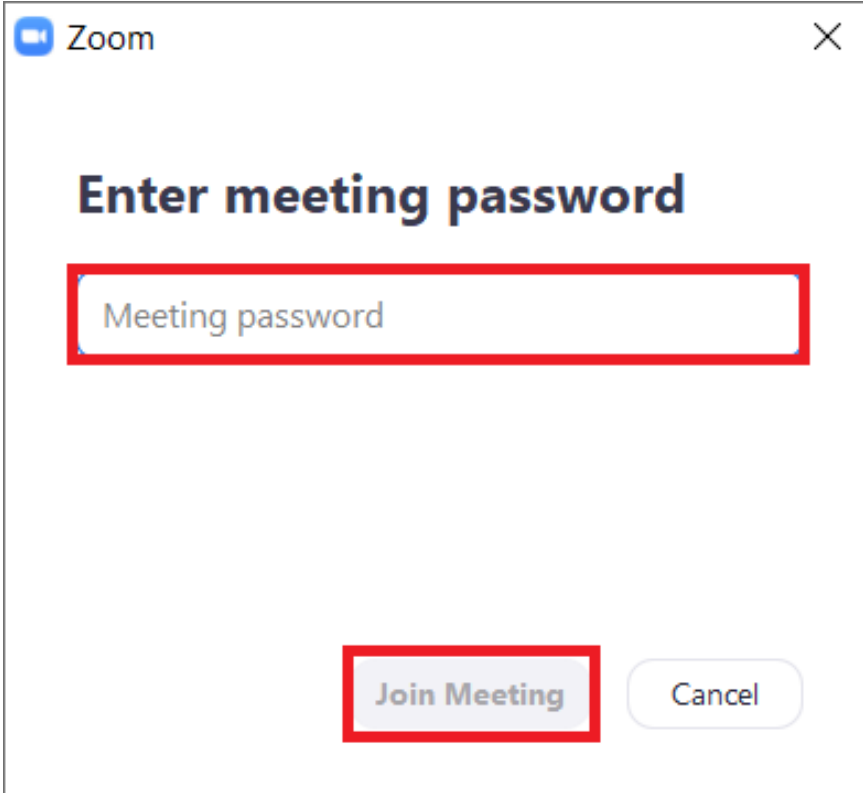
## CLICK ON MEETING LINK TO JOIN ZOOM SESSION

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.



The image shows a Zoom dialog box titled "Zoom" with a close button (X) in the top right corner. The main heading is "Enter meeting password". Below the heading is a text input field with the placeholder text "Meeting password". At the bottom of the dialog, there are two buttons: "Join Meeting" and "Cancel". The "Join Meeting" button is highlighted with a red border.