## Setting Passwords

## From the Web Portal:

Log into <u>www.zoom.us</u>. Click '**Schedule a Meeting'** or '**Schedule a Webinar'**. Fill in the appropriate fields and ensure that the '**Require Meeting Password'** box is checked. You can use the automatically generated password or enter a password of your choice.

Meeting Password 20078		
	Meeting Password	✓ Require meeting password 520078

## From the Desktop Application:

Open the desktop application. Click '**Schedule**'. Fill in the appropriate fields and ensure that the '**Require Meeting Password'** box is checked. You can use the automatically generated password or enter a password of your choice.

Cancel	Schedule Meeting	Done
My Meeting	J	
Starts	Today a	at 11:00 AM >
Duration		1 hour >
Time zone		Vancouver >
Repeat		Never >
Calendar		iCalendar >
<b>Use person</b> 778-689-958	al meeting ID	$\bigcirc$
	enabled, any meeting optic vill be applied to all meetings meeting ID	
PASSWORD		
Required m	eeting password	
Password		014554

	My Zoom Meeting		
When			
Start:	Fri April 17, 2020 🗸 12:00 PM 🖨		
Duration:	1 VHr 0 VMin		
Time Zone:	(GMT-07:00) Arizona -		
Recurrin	g meeting		
	joining a meeting)		
Host:	On Off		
Participants:	On Off		
Audio Optio			
Telephor			
·· ·			
Dial in from (	lanada Edit		
Meeting Op	tions		
Require	meeting password 297849		
Advance	ed Options V		
Calendar —	Other Calendars		
Calendar — Outlook			

## From a Mobile Device:

Open the Zoom app on your mobile device. Fill in the appropriate fields and ensure that the '**Require Meeting Password'** toggle is turned on. You can use the automatically generated password or enter a password of your choice.

As the meeting host, you can start your scheduled meeting as usual. You will not be prompted to enter a meeting password.

