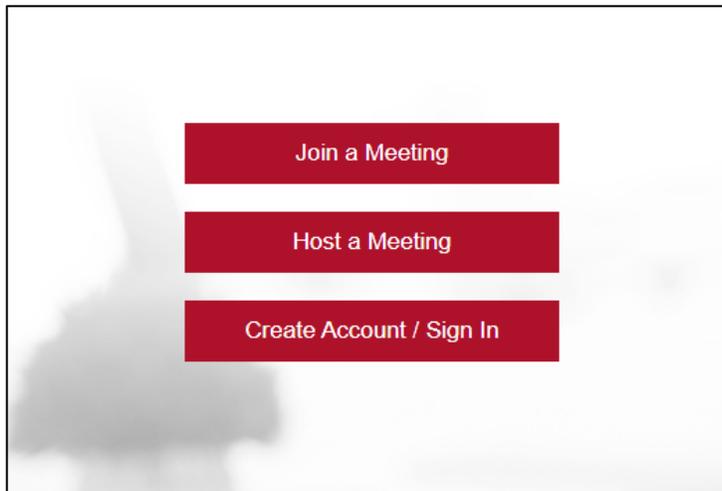


Zoom – Editing a session to add Passwords

1. Go to unmc.zoom.us

Click **“Create Account / Sign In”**.

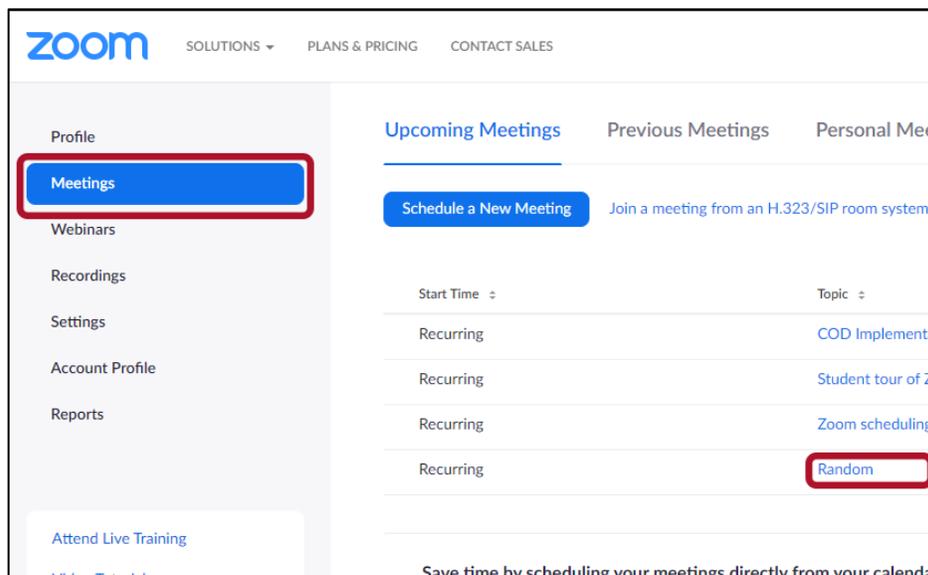
Complete the sign in process with your UNMC ID (not email address) and UNMC password.



2. Meetings List

From your Zoom dashboard, click **“Meetings”** and then the title of the meeting needing a password.

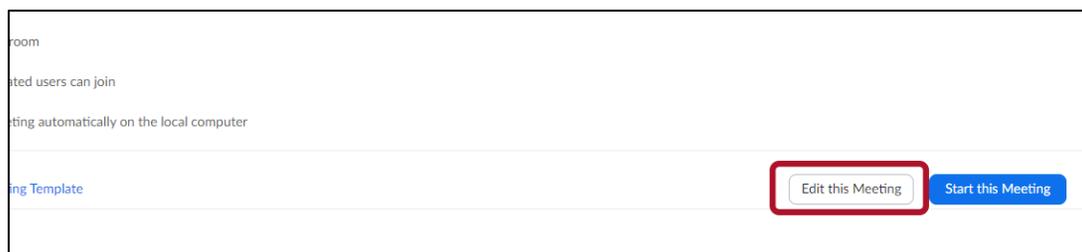
(Meetings without passwords will have a Red exclamation point within a circle.)



3. Edit the meeting

Scroll to the bottom of the page and click **“Edit this Meeting”**.

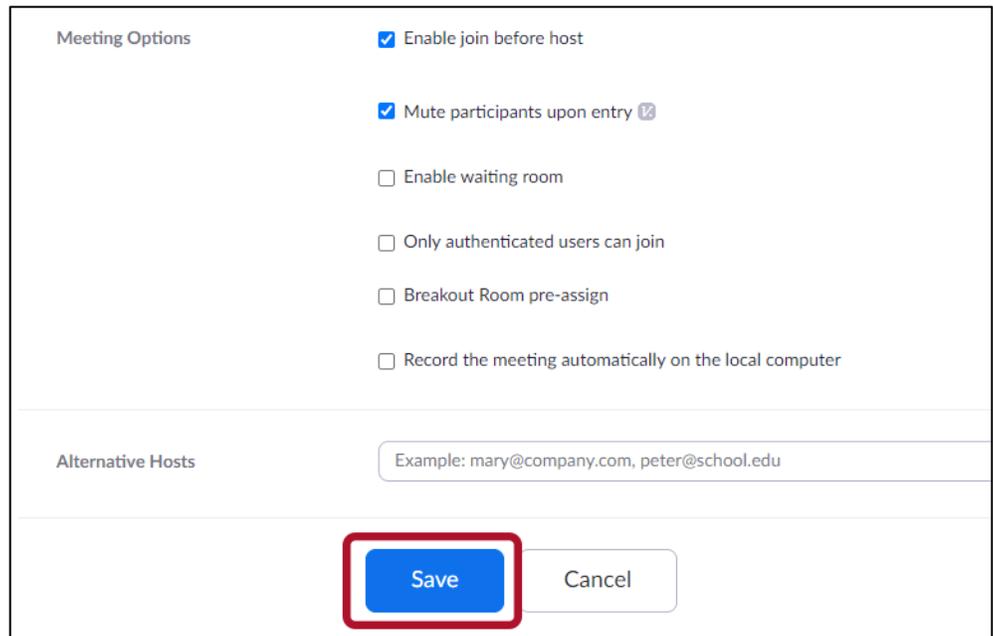
At this point, a password is automatically entered.



4. Save updated meeting

Scroll to the bottom of the meeting page and click **“Save”**.

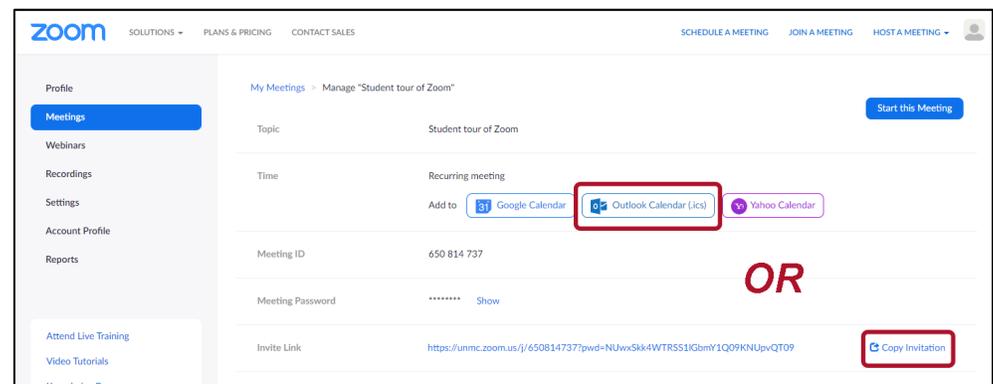
NOTE: If any changes are needed to the default settings, they can be made prior to clicking Save.



The screenshot shows the Zoom meeting configuration interface. Under "Meeting Options", there are several checkboxes: "Enable join before host" (checked), "Mute participants upon entry" (checked), "Enable waiting room" (unchecked), "Only authenticated users can join" (unchecked), "Breakout Room pre-assign" (unchecked), and "Record the meeting automatically on the local computer" (unchecked). Below this is the "Alternative Hosts" section with a text input field containing "Example: mary@company.com, peter@school.edu". At the bottom, there are two buttons: "Save" (highlighted with a red box) and "Cancel".

5. Copy/Send updated information

The updated link can be shared by either sending from the **“Outlook Calendar”** invite button OR by clicking **“Copy Invitation”** and pasting the session information where needed.



The screenshot shows the Zoom web interface for managing a meeting titled "Student tour of Zoom". The "Add to" section is highlighted with a red box, showing buttons for "Google Calendar", "Outlook Calendar (.ics)" (highlighted with a red box), and "Yahoo Calendar". A large red "OR" is placed between the "Add to" section and the "Copy Invitation" button at the bottom right, which is also highlighted with a red box. The meeting details include: Topic: Student tour of Zoom; Time: Recurring meeting; Meeting ID: 650 814 737; Meeting Password: ***** Show; and Invite Link: https://unmc.zoom.us/j/650814737?pwd=NUwxSkk4WTRSS1GbnY1Q09KNUpvQT09.