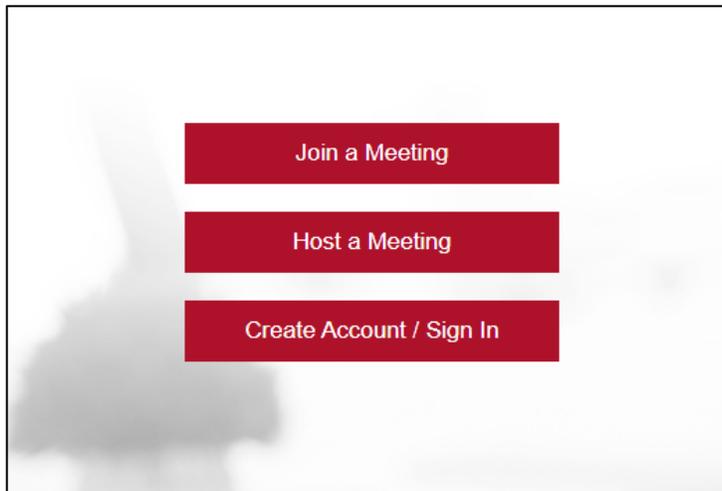# Zoom – Editing a session to add Passwords

1. **Go to unmc.zoom.us**

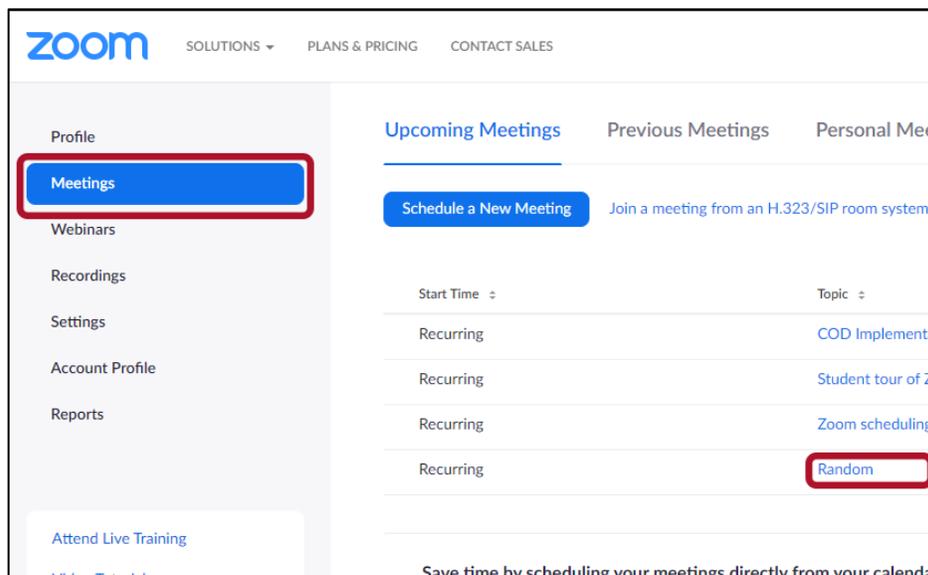   Click "**Create Account / Sign In**".

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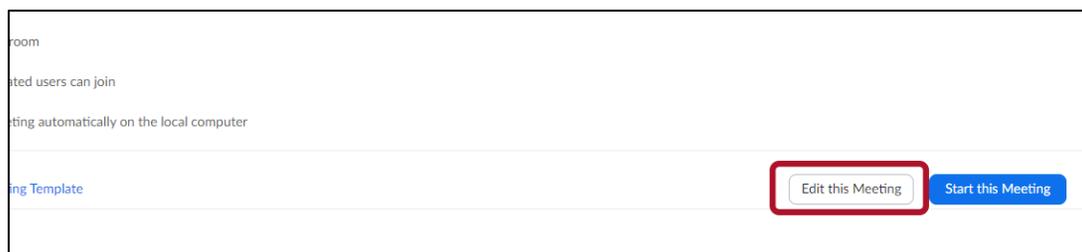
    (Meetings without passwords will have a Red exclamation point within a circle.)

3. **Edit the meeting**

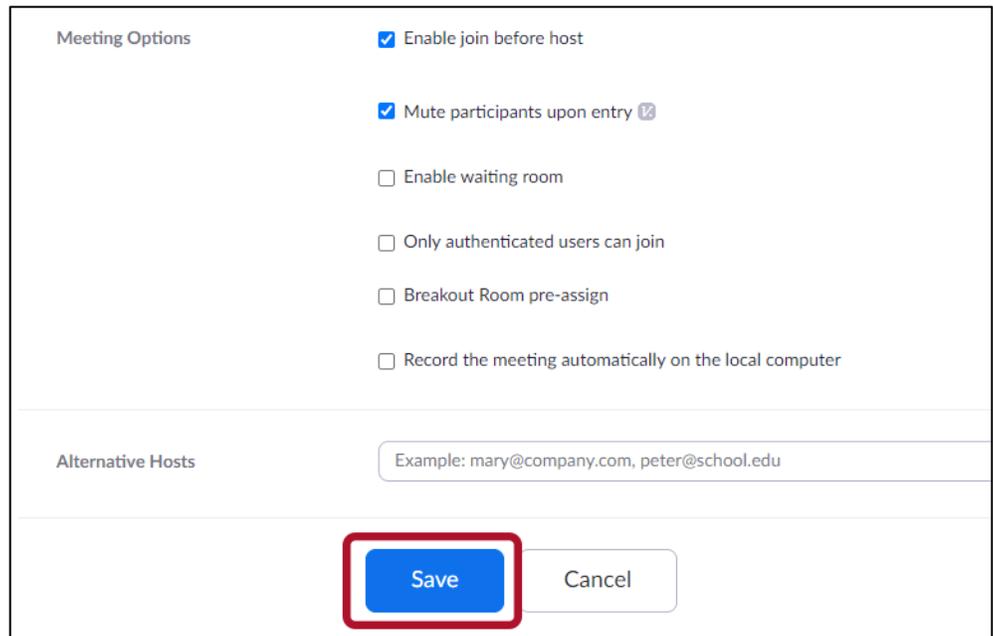   Scroll to the bottom of the page and click "**Edit this Meeting**".

    At this point, a password is automatically entered.

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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.

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.

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