

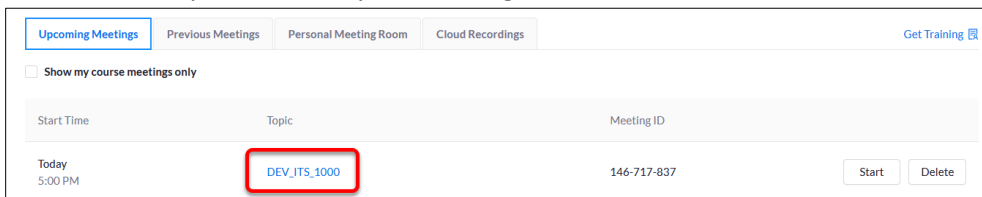
WHAT IS THE PASSWORD TO MY ZOOM MEETING?

If you have already created a zoom meeting it may now require a password for users to access your meeting. See below for how to locate and/or change the password on your existing meetings: for [meetings in WTClass](#), or for [meetings in the WTAMU Zoom website](#)

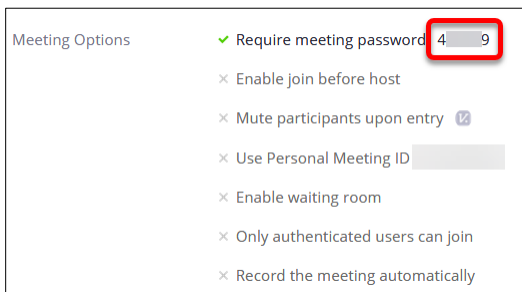
FOR MEETINGS IN WTCLASS:

Be sure to share your class meeting password with your students in one of the following methods in WTClass: via student email, via course messages or post the password in the content area of you course by adding a content item and entering the class meeting password in the title or body of the item text.

- 1) Enter your course in WTClass, and access the Zoom area (in Course Tools, or the Content area you previously setup).
- 2) Click on the “Topic” listed for your meeting.



- 3) Look for the “Meeting Options” section, and find the “Require meeting password”. The number here is your password to provide to people.

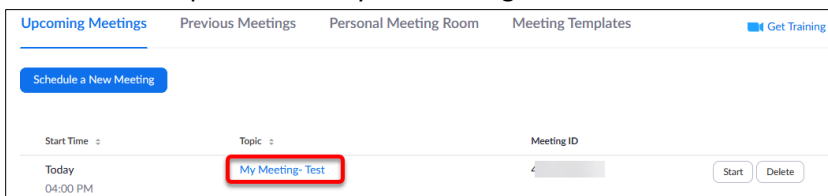


To edit this password:

- 4) Select the “Edit this Meeting” at the bottom of the page.
- 5) Under Meeting Options > Require meeting password edit the password. You may use numbers and/or letters.

FOR MEETINGS IN THE WTAMU ZOOM WEBSITE

- 1) Access the WTAMU Zoom website at <https://wtamu.zoom.us> and sign in to SSO.
- 2) Click on “Meetings” in the menu on the left.
- 3) Click on the “Topic” listed for your meeting.



- 6) Look for the “Meeting Password” section, and find the “Require meeting password”. The number here is your password to provide to people.

To edit this password:

- 7) Select the “Edit this Meeting” at the bottom of the page.
- 8) Under Meeting Password > Require meeting password edit the password. You may use numbers and/or letters.