

WHAT IS THE PASSCODE TO MY ZOOM MEETING?

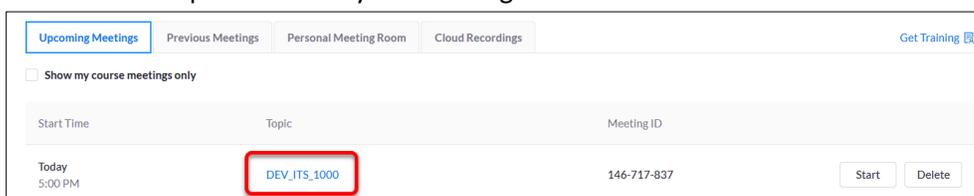
If you have already created a zoom meeting it may now require a passcode for users to access your meeting. For security purposes all Zoom meetings require you use 8 or more characters with a combination of upper/lowercase letters and symbols.

See below for how to locate and/or change the password on your existing meetings: for [meetings in WTClass](#), for [meetings in the WTAMU Zoom website](#) or from [your invitation details](#).

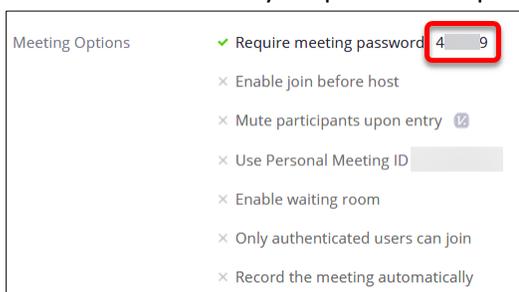
FOR MEETINGS IN WTCLASS:

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 characters shown are your password to provide to participants.

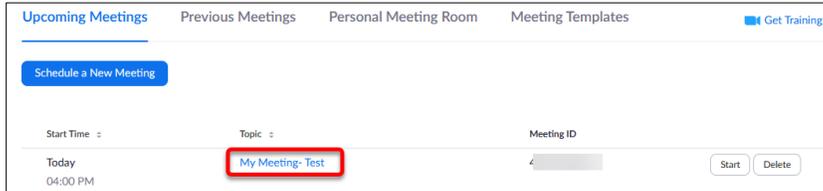


TO EDIT THIS PASSWORD:

- 4) Select the “Edit this Meeting” at the bottom of the page.
- 5) Under Meeting Options > Require meeting password edit the password. You must use a combination of 8 or more lower/uppercase letters and symbols.

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.



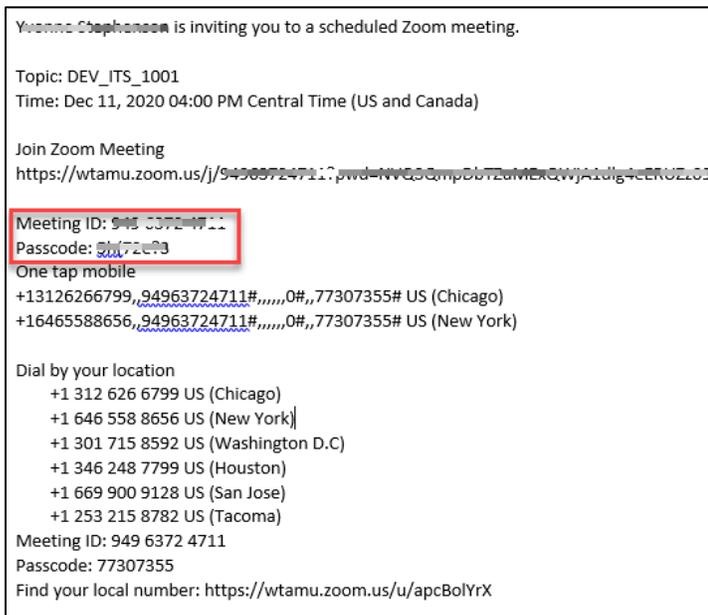
- 6) Look for the “Meeting Password” section, and find the “Require meeting password”. The number here is your password to provide to participants.

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 must use a combination of 8 or more lower/uppercase letters and symbols.

MEETING INVITATION

- 1) Access your Zoom meeting invitation (look for this information to be posted in your course or check your WT email, course messages, and/or Outlook calendar)
- 2) Below the meeting link, locate the Meeting ID (7 digit number) & Passcode (contains a mix of case sensitive letters and symbols).



- 3) Enter this info exactly as is appears to join your meeting if prompted.