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 <u>meetings in</u> <u>WTClass</u>, for <u>meetings in the WTAMU Zoom website</u> 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.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Cloud Recordings		Get Training 民			
Show my course meetings only								
Start Time	т	opic		Meeting ID				
Today 5:00 PM		DEV_ITS_1000		146-717-837	Start Delete			

3) Look for the "Meeting Options" section, and find the "Require meeting password". The characters shown are your password to provide to participants.

Meeting Options	✓ Require meeting password 4 9
	× Enable join before host
	× Mute participants upon entry 🔞
	× Use Personal Meeting ID
	× Enable waiting room
	imes Only authenticated users can join
	imes Record the meeting automatically

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.

Upcoming Meetings	Previous Meetings	Personal Meeting Room	Meeting Templates	Cet Training
Schedule a New Meeting				
Start Time 💠	Topic ÷		Meeting ID	
Today 04:00 PM	My Meeting- Te	st	4	Start Delete

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.