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

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 Pre	evious Meetings Personal Meeting Room	Cloud Recordings		Get Training 🖪	
Show my course meetings only					
Start Time	Topic		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 number here is your password to provide to people.



To edit this password:

3)

- 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 <u>https://wtamu.zoom.us</u> and sign in to SSO.
- 2) Click on "Meetings" in the menu on the left.

Click on the "Topic" listed for your meeting.							
Upcoming Meetings	Previous Meetings	Personal Meeting Room	Meeting Templates	Cet Training			
Schedule a New Meeting							
Schedule of New Preeking							
Start Time 💠	Topic 😄		Meeting ID				
Today 04:00 PM	My Meeting- Te	est	2	Start Delete			

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.