

OUHSC Academic Technology: Academic Continuity Resources

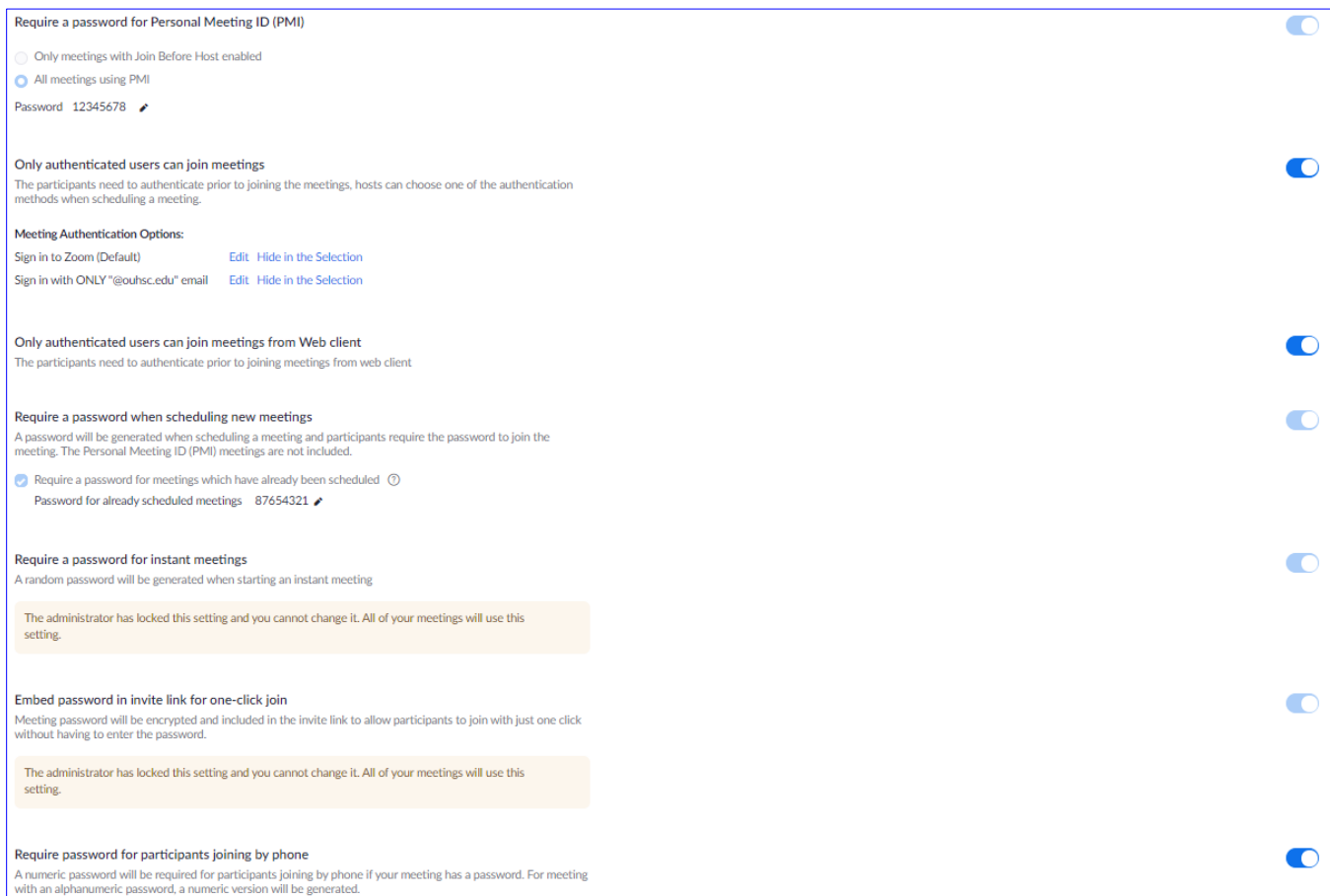
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Mandatory Passwords for ALL Zoom Meetings

Beginning at 10:30 pm Friday, June 5, 2020, an 8-digit numeric password will be required on ALL Zoom meetings. Passwords ensure that your meetings can only be joined by those you want in the meeting.

The screen shot below shows you the password settings that will be locked for all OUHSC and OU Zoom accounts.



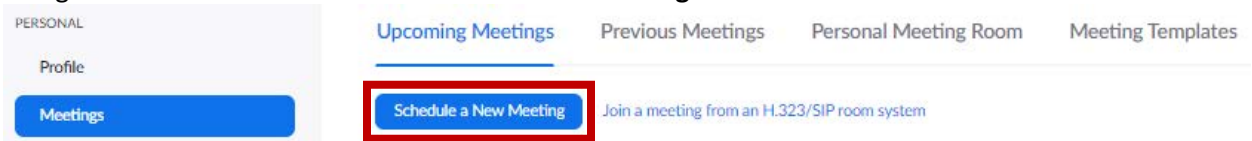
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Setting the 8-digit Numeric Password on all NEW Zoom Meetings

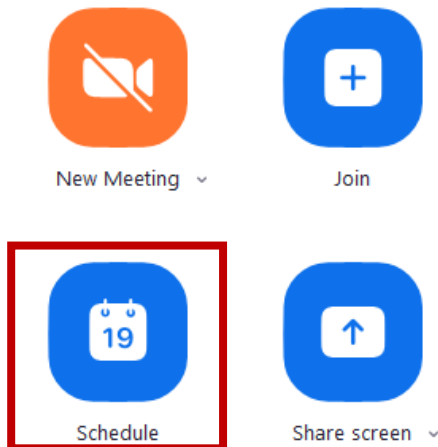
The following instructions are provided with the assumption that the end user is currently using Zoom 1) through the web portal, 2) downloaded the Zoom Client on their desktop, 3) or downloaded the Outlook plugin on their calendar.

1. Sign into Zoom on your preferred platform.
 - a. OUHSC Zoom Web Portal <https://ouhsc.zoom.us>
 - b. Zoom Client (Select the **“Start Zoom”** icon located in the Windows Start menu, Desktop or Taskbar)

2. Schedule a New Meeting
 - a. Using Zoom Web Portal: Click **“Schedule a New Meeting”**



- b. Using Zoom Client: Click the **“Schedule”** icon.



3. In the list of settings for the meeting, there will be an option which reads, **“Meeting Password”** in the Zoom Web Portal or **“Password”** in the Zoom Client. (There will be a checked box reading **“Require Meeting Password”** forcing this setting.)
4. An 8-digit numeric password will be required for the meeting. A random numeric password will be generated but you are able to edit to enter a password of your choice.

Password

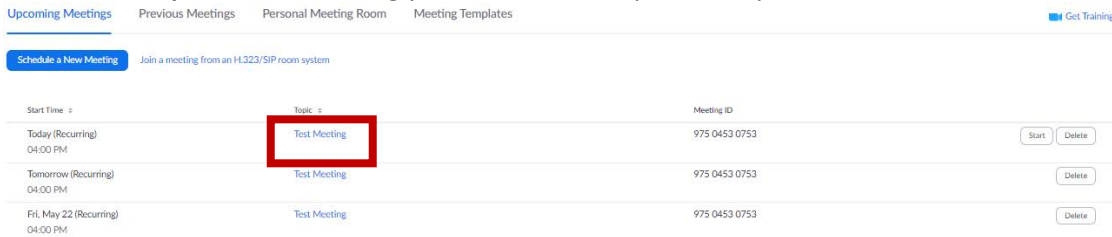
Require meeting password

5. The password will be included in the email invitation created for this meeting so the invitees will know what it is.

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Changing your Password for Previously Scheduled Meetings Using the Zoom Web Portal

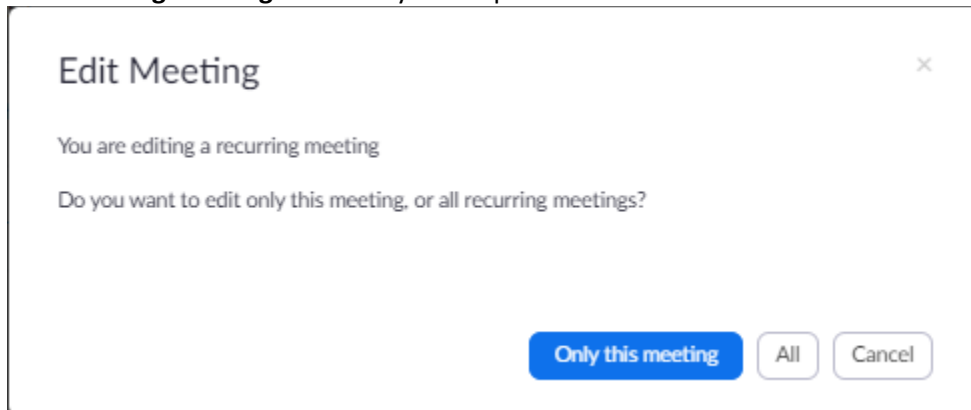
1. Login to the OUHSC Zoom Web Portal <https://ouhsc.zoom.us>
2. Select the Scheduled Meeting.
 - a. Click **“Upcoming Meetings.”**
 - b. Select the **“Topic”** of the meeting you would like to update the password for.



- c. Scroll to the bottom right and select **“Edit this Meeting”**.



- d. If this meeting is recurring, a window will pop up asking if you want to **“edit only this meeting”** or **“all recurring meetings”**. Select your response.



- e. Scroll back up to **“Meeting Password”**, select **“Show”** and change the password to a different 8-digit numeric password.



- f. Scroll to the bottom left and select **“Save”**.

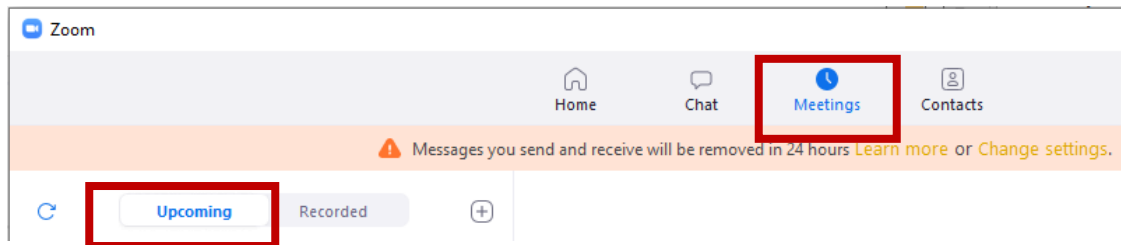


3. Be sure to update your Outlook calendar invite for any changes made. If Zoom is integrated with your Outlook calendar, the Outlook calendar invite for this event will need to be resent.

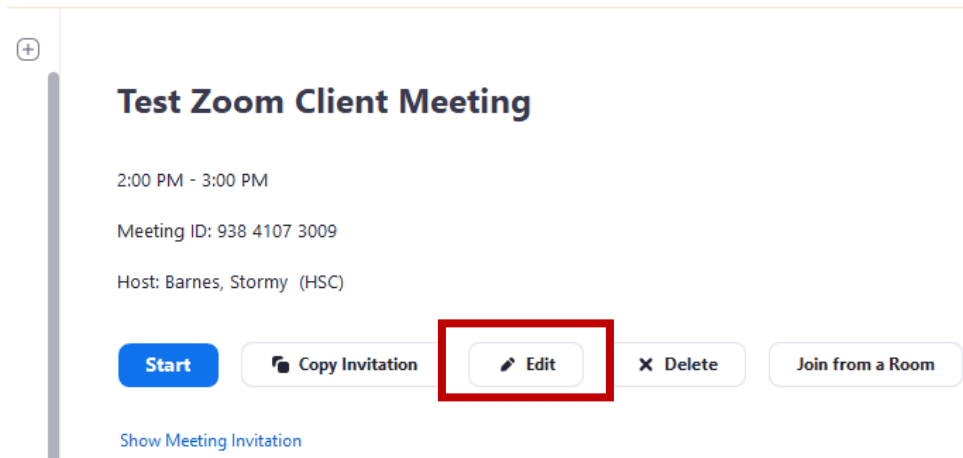
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Changing your Password for Previously Scheduled Meetings Scheduled Using the Zoom Client

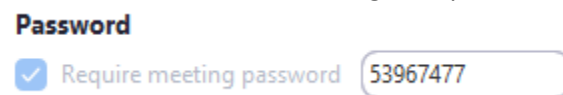
1. To sign into the OUHSC Zoom Client
 - a. Select the **“Start Zoom”** icon located in the Windows Start menu, Desktop or Taskbar
2. Select the Scheduled Meeting.
 - a. Select **“Meetings”** > **“Upcoming”** (only upcoming meeting for the current day will be listed).



- b. Select the meeting you would like to update the password for.
- c. Select the **“Edit”** button.



- d. Scroll to **“Password”** and change the password to a different 8-digit numeric password.



- e. Scroll to the bottom right and select **“Save”**.

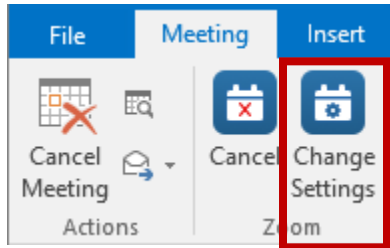


3. Be sure to update your Outlook calendar invite for any changes made. If Zoom is integrated with your Outlook calendar, the Outlook calendar invite for this event will need to be resent.

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Changing your Password for Previously Scheduled Meetings Scheduled from within Microsoft Outlook

1. Open Microsoft Outlook and go to the Calendar.
2. Select the Scheduled Meeting.
 - a. Select the Microsoft Outlook invite you would like to update the password for.
 - b. Select the **“The entire series”** in the **“Open Recurring Item”** window. Then select the **“OK”** button.
 - c. Scroll to the top left of the Outlook Calendar invite window to the **“Meeting Series”** tab on the Outlook ribbon. Select the **“Change Settings”** button under the **“Meeting Series”** tab.



- d. Scroll to the **“Password”** and change the password to a different 8-digit numeric password.

Password

Require meeting password

- e. Scroll to the bottom right and select **“Continue”**.



3. Be sure to select **“Send Update”** in order to inform all participants of your password change.

