

SECURITY CHANGES TO ZOOM MEETINGS FROM 19th JULY 2020

NUIT AV & Digital Media Services

From 19th JULY 2020 **ALL** Zoom meetings will have either a **Passcode** or **Waiting Room** enabled.

What are Passcodes and Waiting Rooms?

Passcodes can be created and added to scheduled Zoom meetings, to ensure they are as secure as possible. Detailed information on how to set and manage Passcodes can be found in [this Zoom support article](#).

Waiting Rooms allow the meeting host to control when a participant joins a meeting as they are placed in a virtual waiting room prior to joining the session. Detailed information on how to set and manage Waiting Rooms can be found in [this Zoom support article](#).

How will this change affect me?


When scheduling any **new Zoom meetings**, you should enable a Passcode or Waiting Room (or both).

For **existing Zoom meetings** that are scheduled to take place **after to 19th July** it is strongly recommended that you enable either passcodes or Waiting Rooms for any that have neither.

What do I need to do?

Review your existing Zoom meetings and update any requiring Passcodes or Waiting Rooms: -

1. **Sign in** to your Zoom profile at newcastleuniversity.zoom.us and navigate to the **Meetings** tab on the left hand side; this will display a list of all your scheduled Zoom meetings, identifying any that don't have Passcodes or Waiting Rooms enabled by a red exclamation point

| | | | | |
|----------------|---|--------------|--------------------------------------|---------------------------------------|
| Today 14:00 | Dave's test meeting  | 123 456 7890 | <input type="button" value="Start"/> | <input type="button" value="Delete"/> |
|----------------|---|--------------|--------------------------------------|---------------------------------------|

2. Locate the meeting you wish to edit, click the meeting title, scroll to the **Edit this Meeting** button, and click it
3. From the meeting setting options enable either (or both) a **Passcode** or **Waiting Room**

| | | |
|------------------|--|-------------------------------------|
| Meeting Password | <input checked="" type="checkbox"/> Require meeting password | <input type="text" value="152215"/> |
|------------------|--|-------------------------------------|

| |
|---|
| <input checked="" type="checkbox"/> Enable waiting room |
|---|

4. Click **Save**

What if I do nothing?

For any scheduled Zoom meetings taking place **after 19th July**, that **do not** have either enabled a Waiting Room or Passcode enabled then Zoom will **automatically enable a Waiting Room** for those meetings.

If your Zoom meetings already have Passcodes or Waiting Rooms enabled, these settings will remain unchanged.

More detailed information can be found on this [Zoom frequently asked questions article](#).