


Require a Password when Scheduling a Zoom Meeting

When you schedule a meeting, require a meeting password.

Instructions:

1. Go to <https://albany.zoom.us>
2. Click **Sign In**
3. Click **Meetings**
4. Click **Schedule A New Meeting**.
5. Scroll in the meeting details and confirm that Require a meeting password is enabled.

When	<input type="text" value="12/04/2020"/> 	<input type="text" value="3:00"/> <input type="text" value="PM"/>
Duration	<input type="text" value="1"/> hr <input type="text" value="0"/> min	
Time Zone	<input type="text" value="(GMT-5:00) Eastern Time (US and Canada)"/>	
	<input type="checkbox"/> Recurring meeting	
Registration	<input type="checkbox"/> Required	
Meeting ID	<input checked="" type="radio"/> Generate Automatically <input type="radio"/> Personal Meeting ID	
Security	<input checked="" type="checkbox"/> Passcode	<input type="text" value="448643"/>

6. After you have set all meeting details, click **Schedule** to schedule your Zoom meeting/class.

Need more help? Submit an [ITS Service Desk Request](#).