Password Protect Zoom Meetings

1. Open a browser and navigate to csus.zoom.us, once there click on **Sign In** in the upper right corner.



2. Once logged in please click on Settings.

SACRAMENTO STATE			JOIN A MEETING	HOST A MEETING -
Profile	Meeting Recording 1	Telephone		-
Meetings	Schedule Meeting	Schedule Meeting		
Webinars	In Meeting (Basic)			
Recordings	In Meeting (Advanced)	Host video Start meetings with host video on		
Settings	Email Notification			
Account Profile	Other	Participants video		
Reports		Start meetings with participant video on. Participants can change this during the meeting.		
		Audio Type Determine how participants can join the audio portion of the meeting. When joining		
Attend Live Training Video Tutorials		telephone. You can also limit them to just one of those audit of types. If you have 3rd party audio enabled, you can require that all participants follow the instructions you provide for using non-Zoom audio.		
Knowledge Base		O Telephone and Computer Audio		
		 Telephone 		
		Computer Audio		
		Join before host Allow participants to join the meeting before the host arrives		
		Use Personal Meeting ID (PMI) when scheduling a meeting You can visit Personal Meeting Room to change your Personal Meeting settings.		
		Use Personal Meeting ID (PMI) when starting an instant meeting		



3. Within **Settings** please scroll down until you see your password options. We recommend enabling the options shown in the screenshot to prevent any unknown Zoom users from joining your meetings.

Schedule Meeting In Meeting (Basic) In Meeting (Advanced)	Only authenticated users can join meetings The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.		
Email Notification Other	Require a password when scheduling new meetings A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.	Мос	ified Reset
	Require a password for instant meetings A random password will be generated when starting an instant meeting	Moc	ified <mark>Reset</mark>
	Require a password for Personal Meeting ID (PMI) Only meetings with Join Before Host enabled All meetings using PMI 	Moc	ified Reset
	Embed password in meeting link for one-click join Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.		
	Require password for participants joining by phone A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.		
	Mute participants upon entry Automatically mute all participants when they join the meeting. The host controls whether participants can unmute themselves. ⑦		D Help