Creating a Password for Your Zoom Meeting

Zoom meetings can easily be protected by adding a password to your session. The only time the University does not recommend adding a password is for public non-confidential meeting.

In Scheduling

Using the Zoom outlook Plugin or through the Zoom client tick the password box. The password can either be manually entered or a random password is generated by Zoom.

The participants can either use the link you send them (which by default has the password already embedded) or can be emailed separately.

For phone call

You can also use a password for participants joining via phone. To enable this feature you will need to open your account settings page with a browser.

1. Go to hudac.zoom.us and log in (with SSO) using your University credentials.

2. From the left-hand menu select settings. Scroll down till you find the phone option and enable. The password can now be set when scheduling the meeting.

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.
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Enable PMI Password For Instant Meetings
If you are not scheduling your meetings (instant meeting) or are regularly using your Personal meeting ID (PMI), you may wish to enable passwords. This can be done in the same way as enabling phone passwords.

1. Go to hudac.zoom.us and log in (with SSO) using your University credentials.

2. From the left-hand menu select settings. Scroll down till you find the password options and enable.

For more information on waiting rooms please see the Zoom support pages - https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room

University Zoom Security Guidance

<table>
<thead>
<tr>
<th>Zoom setting</th>
<th>Personal: Personal or 1:1</th>
<th>Public: Non-confidential meetings</th>
<th>Internal: Where unauthorized disclosure can cause potential damage to University and people or business involved with it. E.g. Team, department meetings, etc.</th>
<th>Confidential: Where unauthorized disclosure can cause serious damage and severe or long-term impact to University and people or business involved with it. E.g. HR meetings, Management meetings, etc.</th>
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Meeting Password
Meeting Password for phone participants
Waiting room

For more information, please visit ipark.hud.ac.uk. Alternatively, you can contact your School’s LTA.