# Center for Excellence in Teaching and Learning

## Zoom Changes
## Effective September 27, 2020

**Effective September 27, 2020**, Zoom will begin requiring you to use the Zoom waiting room or passcode to enter a Zoom meeting! When setting up your meetings, you will need to set a passcode or enable the waiting room. If you enable the waiting room, you will allow each person to join the meeting.

**How will this affect my calendar invitations when scheduling meetings?**
If you already have a Passcode or Waiting Room on, there will be no change to how you schedule meetings.

If Passcodes are added to existing meetings, calendar invites must be resent to include the Passcode. If Passcodes are added to new meetings, the Passcode will automatically be embedded into the meeting link (unless you have specifically disabled this feature)

Enabling Waiting Room for new or existing meetings does not affect calendar invitations.

**Here is how to activate you're Passcode.**

1. **In your browser, go to Zoom.us**
2. **Log in to your Zoom account**
3. **Click "My Account" in the top right corner**
4. **On the left menu, click "Settings"**
5. **On this page, you will set your default settings (Some of these settings may be changed when you set up your Zoom meeting. For example, if you set up a waiting room as your default setting and decide you do not want a waiting room for a particular meeting, this can be set on the Zoom "Schedule a meeting" page.)**

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6. **Your passcode will be included in the Zoom meeting link if you turn on that option (arrow 2). This will eliminate the need to type in the passcode.**

**Require a passcode when scheduling new meetings**

A passcode will be generated when scheduling a meeting and participants require the passcode to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

**Require a passcode for instant meetings**

A random passcode will be generated when starting an instant meeting

**Require a passcode for Personal Meeting ID (PMI)**

**Embed passcode in invite link for one-click join**

Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode.

## Waiting Rooms

Look for the following section in your Zoom settings and click the button to turn on waiting rooms.

This feature is beneficial for Open Office Hours. Students will wait for their turn in the waiting room. This feature is beneficial if students need to speak with you individually after class.