Zoom Waiting Room and Passcodes - Additional Security Implemented by Zoom on Sept 27, 2020

On September 27th, Zoom implemented additional security measures by requiring all calls to have a Waiting Room and/or Passcode. (email copied at the end of this Confluence page)

Zoom set the default as 'Waiting Room'. With that setting, the Host (and Co-Hosts) need to admit people into the call.

Detailed below is how one would modify the Zoom settings so that the security is a Passcode (a 1 to 6 digit number) instead of the Waiting Room.

NOTE: If you choose to do utilize a Passcode, you'll need to notify the participants of the Passcode and/or the new 'lengthy' URL so they can join the call.

See Screen Shot #1 below.

Log into your Zoom account at www.zoom.us
Have the Upcoming Meetings appear
If you hover over an upcoming meeting, an 'Edit' button will appear. Click Edit All Occurrences for a recurring meeting

See Screen Shot #2 below.

To change from 'Waiting Room' to 'Passcode', do the following...
Next to 'Security' there are two checkboxes – Waiting Room will be checked by default (Zoom defaulted to this on Sept 27).
You'll want check Passcode and enter a Passcode (1-6 digits long) and uncheck Waiting Room.
You can overwrite any Passcode that Zoom puts in there… I've made all of my meeting passcodes 1234 so I can remember them if someone asks…but you don't have to do that.
Click SAVE at the bottom of the page.

See Screen Shot #3 below.

After hitting SAVE above, click on Copy Invitation. and communicate the Passcode and new ‘lengthy’ URL as necessary, which could include:
-Confluence pages that have the meeting info
-HL7 Conference Call Calendar (Web Meeting Info area or 'Notes')
-Outlook invites that have been sent

SCREEN SHOT #1
From: Zoom Video Communications <support@zoom.us>
Sent: Wednesday, August 19, 2020 9:36 PM

Subject: Waiting Room and Passcode Requirement for Meetings Reminder - Sept 27

Dear Valued Customer,

At Zoom customers are our number one priority, and we always strive to bring you the best, most secure video meeting experience in the industry.

As we have previously communicated, starting September 27th, 2020, we will be requiring that all meetings have a Passcode or Waiting Room enabled. We have designed these security measures to give you control over your meeting security options while keeping the join experience as frictionless as possible.

- For meetings that do not have either a Passcode or Waiting Room enabled by September 27th, Zoom will enable a Waiting Room for you.
- You can customize the Waiting Room experience so individuals within your account, or on an approved list of domains, can bypass the Waiting Room and directly join the meeting.
- You can find meetings that are scheduled without a Passcode or Waiting Rooms by pulling the following report.
- We have also improved our Waiting Room notifications so the meeting host can now receive a visual and auditory notification that an attendee has entered the Waiting Room.

For more details, including a comprehensive FAQ document, please visit our Support page. If you have additional questions, please reach out to your Customer Success Manager or our Support Team.

Team Zoom