

Zoom Meeting and Webinar passwords

Overview

Meetings and webinars can require passwords for an added layer of security. Passwords can be set at the individual meeting level or can be enabled at the user, group, or account level for all meetings and webinars. Account owners and admins can also lock password settings, to require passwords for all meetings and webinars on their account and they can configure minimum password requirements.

If you would like to enforce any of the meeting password settings for all users on your account or a group of users, you will need to lock the setting after enabling. If a setting is enabled but not locked, users can still disable the setting in their personal settings.

These settings are available for passwords:

- Require a password when scheduling new meetings
 - Additional Option to require a password for all previously scheduled meetings
- Require a password for instant meetings
- Require a password for Personal Meeting ID (PMI)
 - Note:** You can choose to require a password for:
 - Only PMI meetings with Join Before Host Enabled
 - All PMI meetings
- Embed password in meeting link for one-click join
- Require password for participants joining by phone

Additionally, there is a setting for Zoom Rooms, **Bypass the password when joining meetings from meeting list**. This allows the room to join a meeting from the meeting list, without needing to manually enter the meeting password. The password needs to be included in the meeting invitation sent to the room's calendar. To use this feature, the Zoom Room computer and controller need to be running version **4.5.0** or higher.

This article covers:

- [Enabling the password settings](#)
 - [For your account](#)
 - [For a group](#)
 - [For your own meetings and webinars](#)
- [Setting password requirements](#)
- [Editing a password for a meeting](#)
- [Editing a password for a webinar](#)

- [Editing the password for your Personal Meeting ID \(PMI\)](#)

Prerequisites

- Zoom account to require passwords for your own meetings and webinars
- Account owner or admin permissions to require passwords for all meetings and webinars on your account

Instructions

Enabling password settings for your account

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
2. In the navigation panel, click **Account Management** then [Account Settings](#).
3. Navigate to the Meeting tab and verify that the password settings that you would like to use for your account are enabled.

Require a password for instant meetings

A random password will be generated when starting an instant meeting



Require a password for Personal Meeting ID (PMI)



Require a password for Room Meeting ID (Applicable for Zoom Rooms only)

A password will be generated for Room Meeting ID and participants require the password to join the meeting.



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.



Bypass the password when joining meetings from meeting list

When Zoom Rooms join a scheduled meeting on its meeting list, users do not need to manually enter the meeting password.









If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

- (Optional) If you want to make this setting mandatory for all users in your account, click the lock icon, and then click **Lock** to confirm the setting. If this setting is not locked, users can disable it in their personal settings.

Enabling password settings for a group

1. Sign into the Zoom web portal as the owner or admin and click on **User Management** then [Group Management](#).
2. Click the applicable **Group Name** from the list, then click the **Settings** tab.
3. Navigate to the Meeting tab and verify that the password settings that you would like to use for this group are enabled.

Require a password for instant meetings A random password will be generated when starting an instant meeting	<input checked="" type="checkbox"/>	
Require a password for Personal Meeting ID (PMI)	<input type="checkbox"/>	
Require a password for Room Meeting ID (Applicable for Zoom Rooms only) A password will be generated for Room Meeting ID and participants require the password to join the meeting.	<input type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	
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.	<input type="checkbox"/>	
Bypass the password when joining meetings from meeting list When Zoom Rooms join a scheduled meeting on its meeting list, users do not need to manually enter the meeting password.	<input checked="" type="checkbox"/>	

If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

4. (Optional) If you want to make this setting mandatory for all users in this group, click the lock icon, and then click Lock to confirm the setting. If this setting is not locked, users can disable it in their personal settings.

Enabling Password Settings for Your Own Meetings and Webinars

1. Sign into the Zoom web portal and navigate to [Settings](#).
2. Navigate to the Meeting tab and verify that the password settings that you would like to use for your meetings and webinars are enabled.

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.



Require a password for instant meetings

A random password will be generated when starting an instant meeting



Require a password for Personal Meeting ID (PMI)

Only meetings with Join Before Host enabled

All meetings using PMI



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.



If the setting is disabled, click the Status toggle to enable it. If a verification dialog displays, choose **Turn On** to verify the change.

Note: If the option is grayed out, it has been locked at either the Group or Account level, and you will need to contact your Zoom administrator.

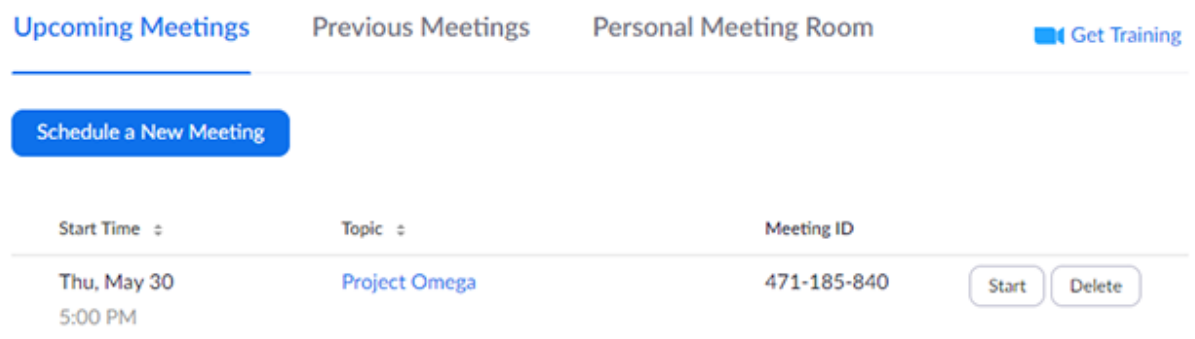
Setting password requirements

1. Sign in to the Zoom web portal as an admin with the privilege to edit account settings.
2. In the navigation panel, click **Account Management** then [Account Settings](#).
3. Under **Schedule Meeting**, locate the option for **Meeting password requirement**.
4. Select the requirements that you would like to enable for your account:
 - Have a minimum password length
 - Have at least 1 letter (a,b,c...)
 - Have at least 1 number (1,2,3...)
 - Have at least 1 special character (!,@,#...)
 - Only allow numeric password

Editing a password for a meeting

By default, meetings are assigned a random password. You can update the password to one of your choosing.

1. Sign in to the Zoom web portal and navigate to [Meetings](#).
2. Click the topic of the meeting you would like to update the password for.




The screenshot shows the Zoom web portal interface for managing meetings. At the top, there are three tabs: "Upcoming Meetings" (which is selected and underlined), "Previous Meetings", and "Personal Meeting Room". To the right of these tabs is a "Get Training" button. Below the tabs is a blue button labeled "Schedule a New Meeting". Underneath this is a table with columns for "Start Time", "Topic", and "Meeting ID". The table contains one row of data: "Thu, May 30 5:00 PM", "Project Omega", and "471-185-840". To the right of the "Meeting ID" column are two buttons: "Start" and "Delete".

Start Time	Topic	Meeting ID	
Thu, May 30 5:00 PM	Project Omega	471-185-840	Start Delete

3. Click **Edit this Meeting**.

- Under **Meeting Options**, edit the password.

Meeting Options

- Require meeting password
- Enable join before host
- Mute participants upon entry 
- Enable waiting room
- Only signed-in users with specified domains can join meetings
- Record the meeting automatically

- Click **Save**.

Editing a password for a webinar

By default, webinars are assigned a random password. You can update the password to one of your choosing.

- Sign in to the Zoom web portal and navigate to [Webinars](#).
- Click the topic of the webinar you would like to update the password for.

Start Time	Topic	Webinar ID	
Today 10:00 AM	Mission Brief	644-159-140	<input type="button" value="Start"/> <input type="button" value="Delete"/>

- Click **Edit this Webinar**.

4. Under **Webinar Options**, edit the password.

Webinar Options

Require webinar password

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Q&A

Enable Practice Session

Only signed-in users with specified domains can join webinars

Record the webinar automatically

5. Click **Save**.

Editing the Password for your Personal Meeting ID (PMI)

1. Sign in to the Zoom web portal and navigate to [Meetings](#).
2. Click **Personal Meeting Room**.

Upcoming Meetings Previous Meetings **Personal Meeting Room** [Start Meeting](#)

Topic Grant MacLaren's Personal Meeting Room

Time Add to [31 Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID 382-635-7908

Join URL: <https://go.zoom.us/j/3826357908> [Copy the invitation](#)

3. Click **Edit this Meeting**.

Upcoming Meetings Previous Meetings **Personal Meeting Room** Meeting Templates [Join Now](#)

Topic: Molly Parker's Personal Meeting Room

Time: Add to [31 Google Calendar](#) [Outlook Calendar \(.ics\)](#) [Yahoo Calendar](#)

Meeting ID: [Join Meeting](#)

Meeting Password: Require meeting password [Show](#)

Join URL: [Join Meeting](#) [Copy the invitation](#)

Video: Host Off
Participant Off

Audio: Telephone and Computer Audio
Dial from:

Meeting Options: Enable join before host
 Mute participants upon entry [M](#)
 Enable waiting room
 Record the meeting automatically on the local computer

[Edit this Meeting](#) [Join Now](#)

4. Under **Meeting Options**, edit the password.

Meeting Options

Require meeting password

Enable join before host

Mute participants upon entry [M](#)

Enable waiting room

Only signed-in users with specified domains can join meetings

Record the meeting automatically

5. Click **Save**.