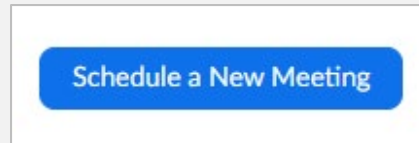


Adding a Password to Your Zoom Meeting

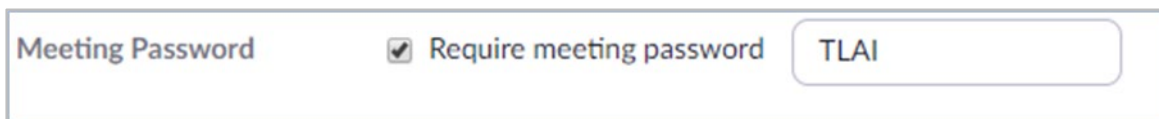
Step 1:

After signing into Zoom (uky.zoom.edu) using your LinkBlue credentials, click “Schedule a New Meeting” on the landing page:



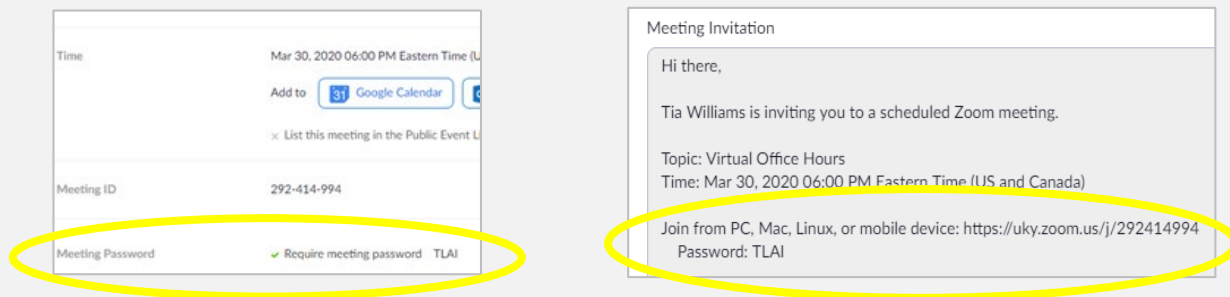
Step 2:

When scheduling your meeting, scroll down to the “Meeting Password” section in the meeting settings, and select the box next to “Require meeting password.” A password will be automatically generated in a box to the right. However, you can update the auto-generated password with your desired password.



Step 3:

After saving your Zoom meeting, the meeting summary will verify that a meeting password is required, and it will display the password. The password will also appear in the meeting invitations you send to students.



Step 4:

When students click on the meeting URL, they will be prompted with a screen to enter the meeting password.

