Step-by-step guide to updating Zoom meetings scheduled before April 8, 2020 to include an embedded password

- Go to Harvard.zoom.us
- Click on Sign in
• On the left navigation, click on “Settings”
• Scroll down until you see “Embed password in meeting link for one-click join”
• Make sure the button is blue.
• If it isn’t blue, click on it.
1. Click on “Meetings” in the left navigation.
2. Make sure you are in “Upcoming Meetings”.
3. Select your scheduled meeting by clicking on the blue link.
• Scroll to the bottom of the page
• Click “Edit this Meeting”
• Scroll down the page.
• Click on the box next to “Require meeting password”
• Enter a 10 character password here.
• Scroll down the page.
• Click on the blue “Save” button.
To verify that you did all the steps correctly, click again on your meeting link (see step 4). A meeting password will be in place and the Join URL will look like this:

https://Harvard.zoom.us/j/123-456-789?pwd+OVFMaEFmLzJ4OHJkdzWxNkdudlFUZz08

- Changes made in Harvard.zoom.us will automatically update in your Canvas site.
- For meetings sent to participants outside of Canvas, copy the Join URL and update your invitation in your calendar (outlook, google, etc.) or
- Send an email update to participants.