

## **Change the Passcode for a Zoom Meeting**

To change the passcode for your Zoom meetings, take the following steps:

1. Navigate to the Zoom web portal and log into your account.
2. In the left-hand menu, select Meetings.
3. Select the meeting you need to edit.
4. Click “Edit this meeting”
5. In the security section of the meeting information, edit the passcode to one of your choosing. You should also enable the waiting room.
6. Click save.

At this time, recurring meetings will need to be edited individually. Yes, this seems like a lot of work, but it is one of the BEST ways to keep your Zoom sessions more secure!