Setting up Zoom Meeting Passwords

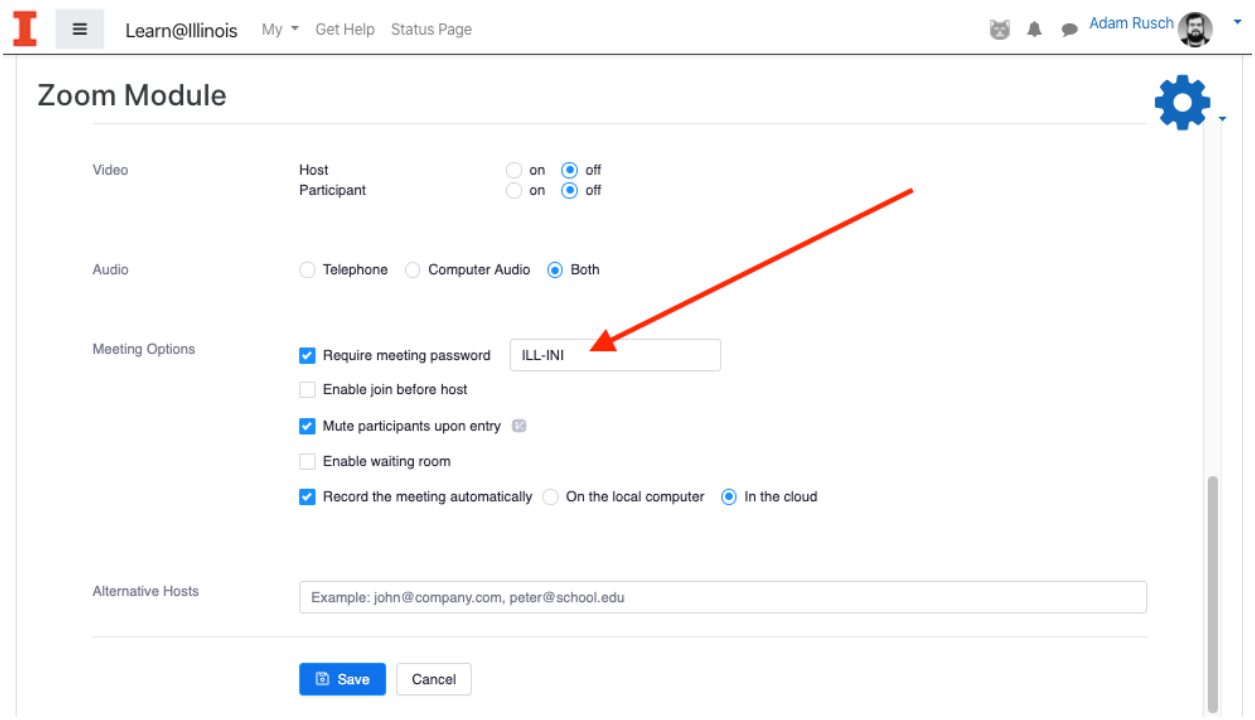
With the increase of Zoom users a new form of spam and abuse has come up in the system. Outside users have begun "Zoom Bombing" random meetings to disrupt them with advertisements or mischief. This is sometimes an exploit of the "Join a Meeting" functionality, where an auto-dialer tries connecting to random 9-digit Meeting IDs until it finds one that is being used.

To stop this exploit, you can set a password for your meeting. Starting on March 31, 2020, the default campus setting for all Zoom accounts will have Require Meeting Passwords turned on. When you send an invitation for another person to join your meeting the Join URL will have the password embedded and the generated text will include the meeting password.

This will not affect any students who are using the Zoom integration for the Learn@Illinois Moodle or Compass2g systems. Participants who join the meeting through the Zoom integration will not need to manually enter the password. However, any meetings set up before March 31 will need to be edited if you want to set a password to ensure your security.

How to change meeting settings

1. Go to the Zoom integration on your Learn@Illinois Moodle or Compass2g course page (or go to the Upcoming Meetings list on your Web Portal at http://illinois.zoom.us)
2. Click the hyperlink for the topic of your previously scheduled meeting. (If you have set up a recurring meeting, you will just need to do this for the meeting on the top of the list)
3. Click the "Edit this Meeting" button at the bottom of the listing
4. Check the box for "Require Meeting Password"
5. Click the Save button (and save to all recurring meetings if applicable)



How do I know that my meeting is secure?

1. Be sure the "Require a meeting password" setting is enabled on all of your meetings.
2. If you are teaching a course through Learn@Illinois or Compass2g, only allow students to connect via the Zoom integration. That will ensure that they must be logged in as University of Illinois users and won't be able to see the password – the system will handle their credentials.
3. Don't share the meeting Join URL in public places, such as Facebook or Twitter. The password is embedded within the URL which will allow anyone who has it to join your meeting.

What should I do if an unwanted person disturbs my meeting?

1. Immediately lock the meeting so that no new participants can join
    - At the bottom of the Participants Panel, go to "More" > "Lock Meeting"
2. Choose the offending user from the Participants Panel and Remove them from the meeting
    - By locking the meeting you ensure they can't get back in, even with another device
3. Contact your support unit to help make sure your future meetings are secure