

Emory Zoom users are now required to have either a passcode or a waiting room enabled for all meetings, **including meetings that were previously scheduled**. If you do not set your meetings with a passcode, waiting rooms will be enabled by default, which requires a host or alternate host to let attendees into the meeting. Any new meetings scheduled will have the **Waiting Room** enabled but users can change this to a **passcode**.

Options for Updating Existing Meetings:

Option 1) The **Waiting Room** feature will be enabled by default and requires a host to let attendees into the meeting. For instructions about the **Waiting Room** feature click [here](#)

Option 2) To change the **Waiting Room** feature for your **Personal Meeting Room (PMI)** click [here](#)

Option 3) If you do not want to use the **Waiting Room** feature, you can turn it off by following [these](#) instructions, but you **MUST** change your meetings to include a passcode by following [these](#) instructions.

Option 4) To update a **current** meeting via the web portal with a **passcode** click [here](#) for instructions.

Note: *You MUST update any calendar invite by copying and pasting the new updated meeting information into the calendar invite and resending the invite to all participants.*

Option 5) To update your **Personal Meeting ID (PMI)** with a **passcode** click [here](#) for instructions.

Note: *You MUST update any calendar invite by copying and pasting the new updated meeting information into the calendar invite and resending the invite to all participants.*

Option 6) To update a **current** meeting via the Zoom Add-In in **Office 365** click [here](#) for instructions.

Option 7) To update a **current** meeting via **Outlook** click [here](#) for instructions.

Participants dialing in by phone will not be affected by this update.

Zoom currently has a setting **Require password for participants joining by phone** in meeting settings. This setting will not be change with the July 19th update. If this setting is enabled by the user, participants joining by phone will need to enter a passcode. If this setting is disabled, users can join by phone without needing to enter a passcode.

If you have any questions please contact videoservices@emory.edu