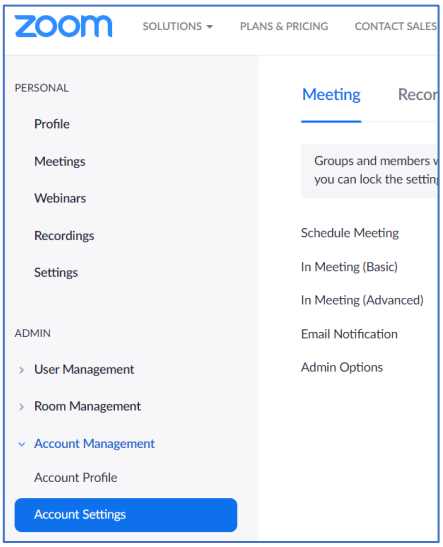
Subject: Zoom Password Confusion
April 5, 2020

I wanted to clear up some confusion about passwords for Zoom meetings.

- All Zoom meetings now require a password.
- Meetings that were scheduled before this policy took affect this weekend will now have passwords assigned to them. You will need communicate to all invitees the new sign-in requirement and password for those meetings.
- Zoom will create a random all-numbers password for your meetings. You can edit this to be a password of your choosing using numbers and letters, up to 10 characters.
- You can reuse passwords if you choose.
- There is an Account Setting titled "Embed password in meeting link for one-click join." If this setting is enabled, the meeting password will be encrypted and included in the join meeting link that is included in email invitations. This allows participants to join with just one click without having to enter the password.
    - You can tell if an encrypted password is included in a Zoom meeting link by looking for a question mark followed by pwd=########################## in the link. Like this: https://zoom.us/j/#########?pwd=aE1xNHNhbjVrbmk3Y2FzWDdMamlQUT09
- You can find your Account Settings at zoom.us/setting. Or navigate there on the Zoom website using the navigation links on the left of the page, under Admin, Account Management, Account Settings.
- It is up to you if you want to use these one-click-to-join links. However, you should never post them publicly.