

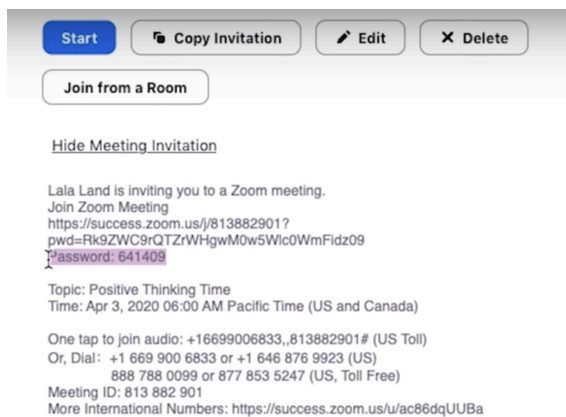
## UNK Community

The number of “Zoombombings” has unfortunately continued to rise, as institutions and corporations across the country move to remote teaching, learning, and working environments. To maximize the security of all users and minimize the possibility for disruption, Zoom has enabled some additional precautions to help prevent unwanted participants from joining meetings. Zoom has now set two new default settings: passwords and waiting rooms. As these settings are meant to help keep meetings secure, University of Nebraska Information Technology Services encourages you maintain these new default settings as you host and join meetings.

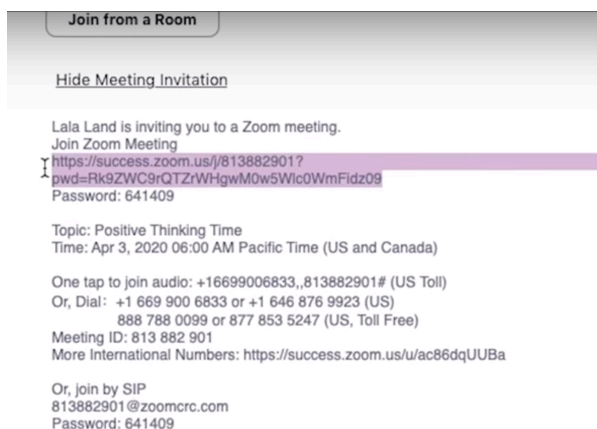
### Passwords

#### *How Passwords Work for Those Setting Up (Hosting) a Zoom Meeting:*

Requiring participants to submit a password to enter a meeting adds an extra layer of security to Zoom meetings. Now, when you schedule a Zoom meeting, the meeting password will be included in the meeting invitation.



The password will also be included in the Join Zoom Meeting URL.

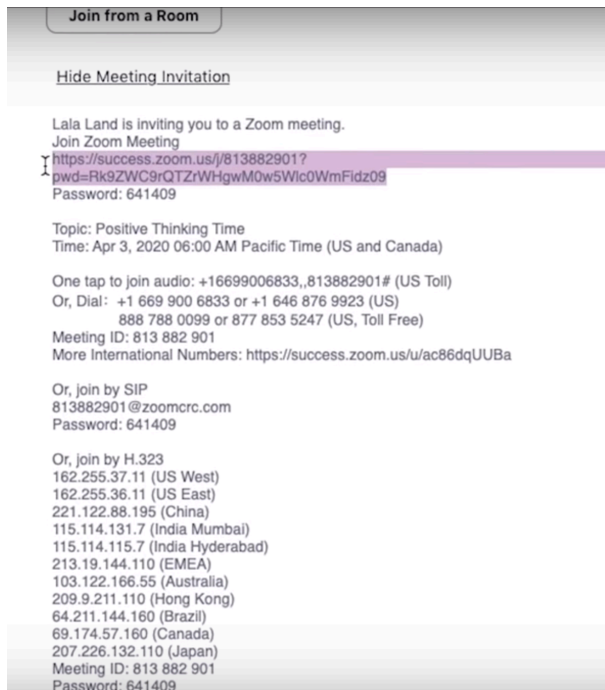


If you're the host of meetings that are already scheduled, it is recommended that you resend your meeting invitation, which will now include a meeting password.

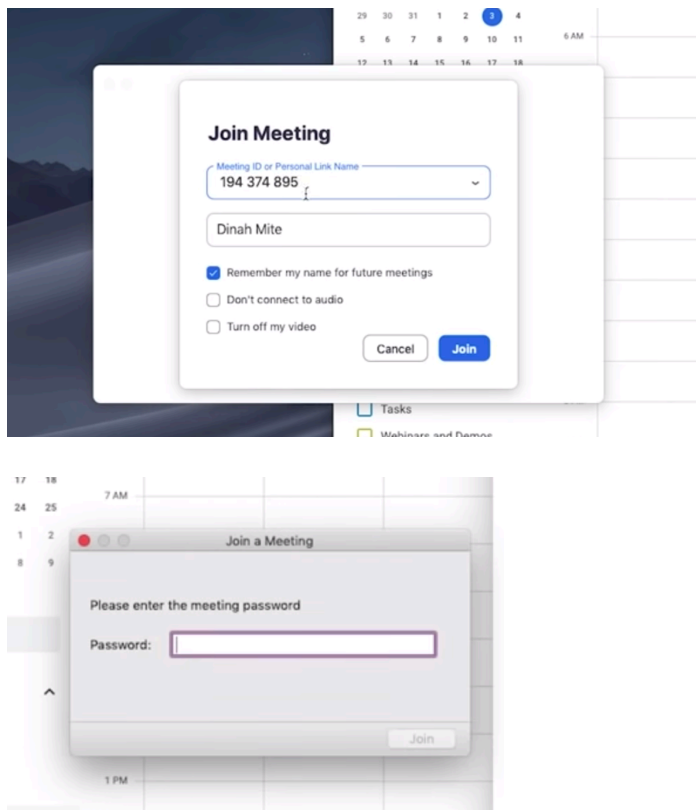
## How Passwords Work When You Are Joining Someone Else's Zoom Meeting:

There are two options for joining a password-protected meeting:

1. Click the link in the meeting invitation. This will take you straight to the host's waiting room.



2. If you use the Zoom app (Zoom client) on your computer or device, type in the Meeting ID. Once you click "Join" you will be asked to submit the password that is in the meeting invitation.



## Waiting Rooms

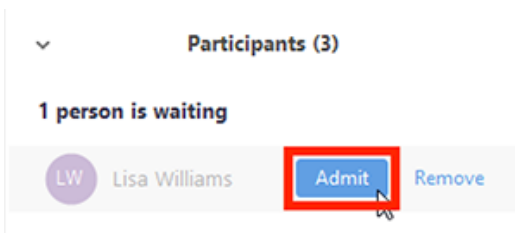
### *How Waiting Rooms Work for Those Setting Up (Hosting) a Zoom Meeting:*

The Waiting Room feature allows the host to control who enters the meeting. As the Host of a meeting, you will now have to admit participants into your meeting. To allow people into the meeting:

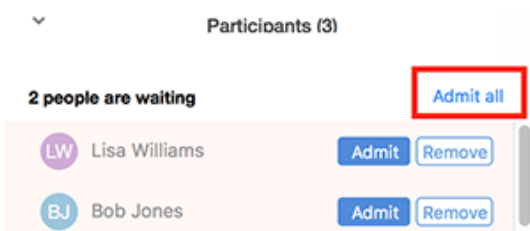
1. Click “Manage Participants”:



2. Click “Admit” to allow a participant join the meeting or “Remove” to deny:



3. If you have multiple participants you wish to have join the meeting, you can admit them all at once by clicking “Admit All”:



### *How Waiting Rooms Work When You Are Joining Someone Else’s Zoom Meeting:*

When you join a Zoom meeting, you will automatically be put into the host’s waiting room. There is no action for you to take; you will join the meeting when the host admits you.

Please wait, the meeting host will let you in soon.

Join Meeting

Click on the Zoom link below to join the meeting. If you are not able to join the meeting, please contact the meeting host for assistance.

### Molly Parker's Personal Meeting Room

Click on the Zoom link below to join the meeting. If you are not able to join the meeting, please contact the meeting host for assistance.

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Test speaker and microphone

Additional information on these changes can be found on the [Zoom website](#).

For a broader range of Digital Security tips related to COVID-19, visit the [NU ITS Digital Security webpage](#).

If you have any questions, please contact the UNK Help Desk at 308-865-8363 or [support@nebraska.edu](mailto:support@nebraska.edu).