Zoom for Government Passwords

Passwords are now required for all Zoom meetings. Here are your directions for how to work with passwords for your meetings.

For Previously Created Zoom Meetings

1. Go to https://zoomgov.com and sign in with your NPS Zoom account
2. Go to “Meetings” in the left menu
3. Click on the meeting you want to access or edit
4. Click on “Copy the Invitation” to copy the password and meeting ID, if needed or click on “Edit this Meeting” to edit the password.
5. Share the updated invitation information that now includes the password. NOTE: For best security practices, DO NOT send the meeting password with the meeting ID or link. Send it in a separate email, or post behind authentication, as in Sakai or Teams.

For New Meetings

1. Go to “Schedule New Meeting” in [https://zoom.us](https://zoom.us) or in Zoom in Sakai
2. Enter your desired password or use the auto-generated numeric password provided
3. Copy the meeting invitation to give to meeting students and participants