
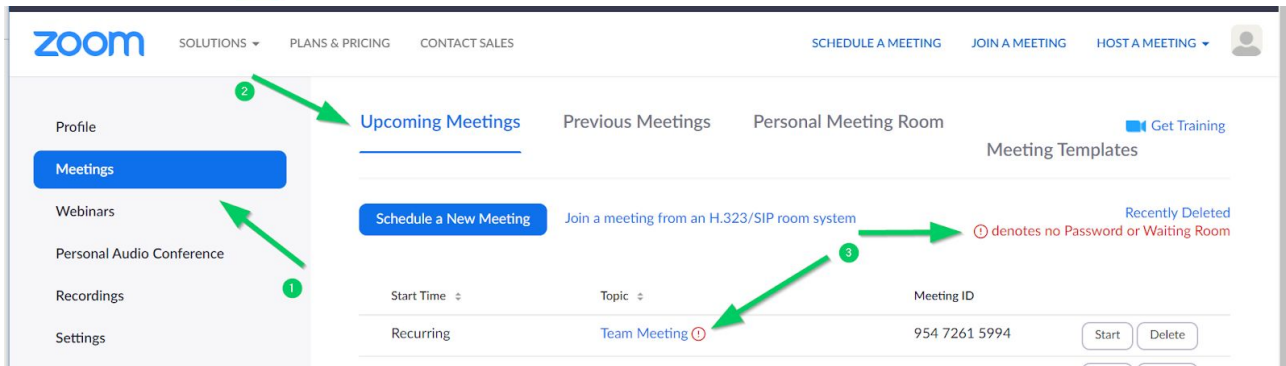


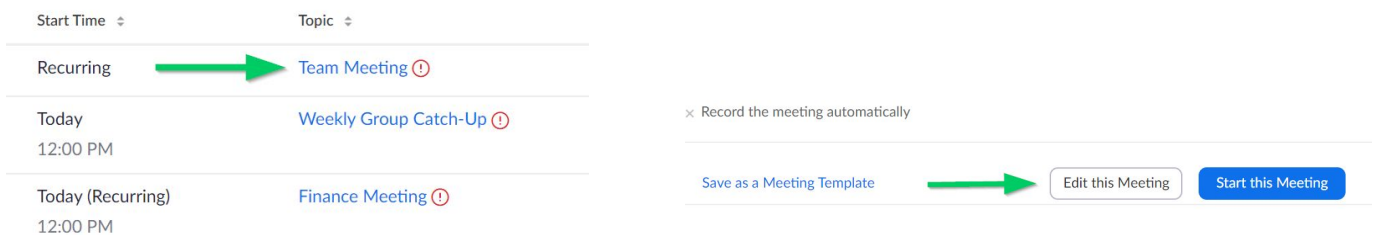
Checking if the Meeting has a Passcode

1. Navigate and sign into monash.zoom.us and sign in via your Monash credential
2. Navigate to "Meetings" then "Upcoming Meetings"

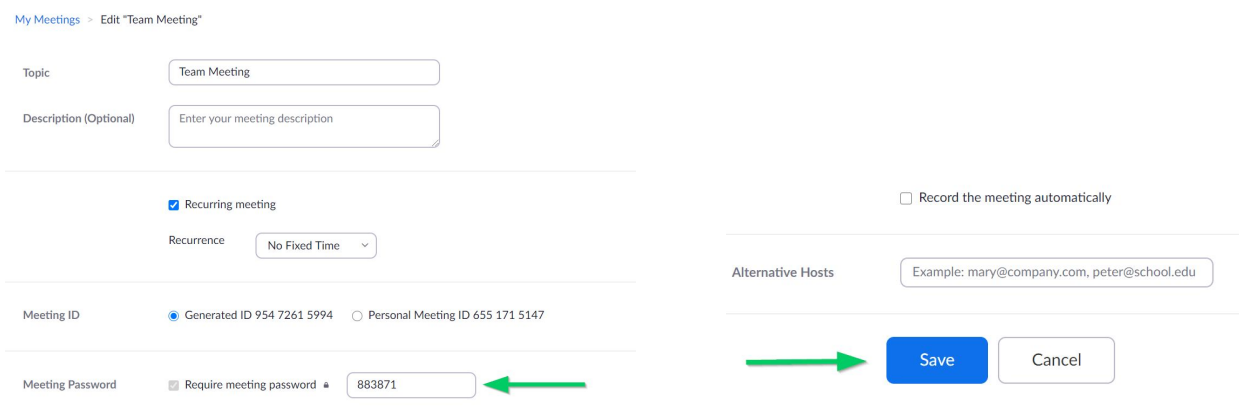
Meetings with  do not have a passcode set



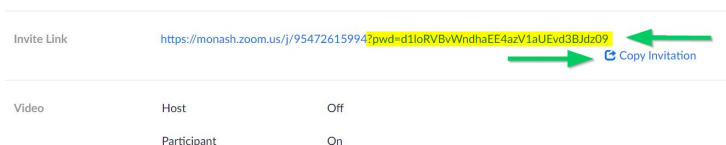
3. Click on the name of the meeting in blue, then click "Edit this Meeting"



4. Zoom will automatically apply a passcode to the meeting. You can edit this to a new 6-digit numerical value or just save the meeting



5. The Meeting has been updated with a new Invite Link with the embedded passcode.

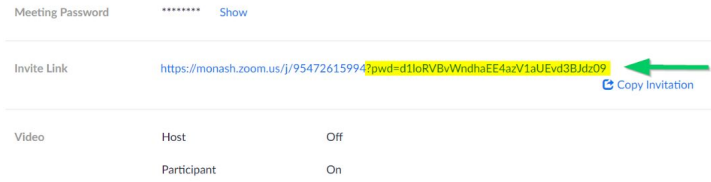


*The invitation for any **existing** scheduled meetings, once a Passcode is added, must be re-distributed to all attendees as the URL will change.*

See section [Updating Calendar Invites](#) for instructions on updating existing calendar entries

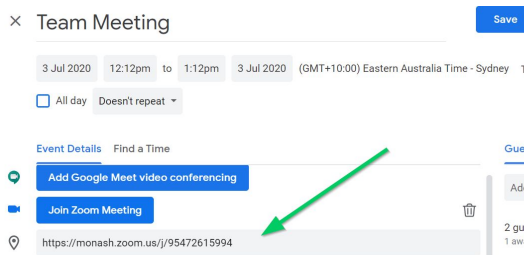
Updating Calendar Invites

1. Copy the *Invite Link* from the [Monash Zoom Portal](#)

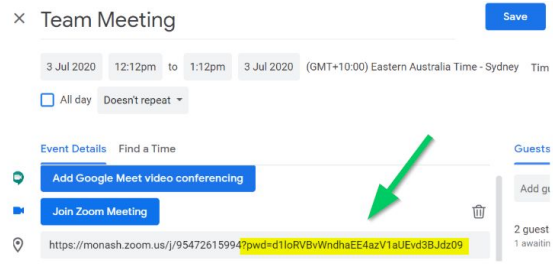


2. Open Calendar and replace the existing link with the new link including the embedded passcode string

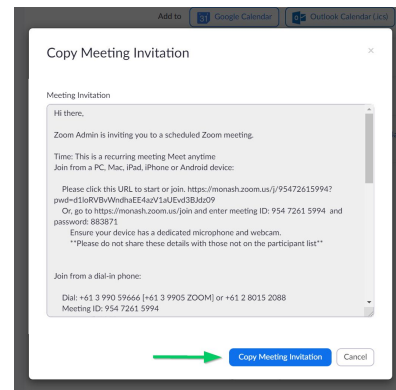
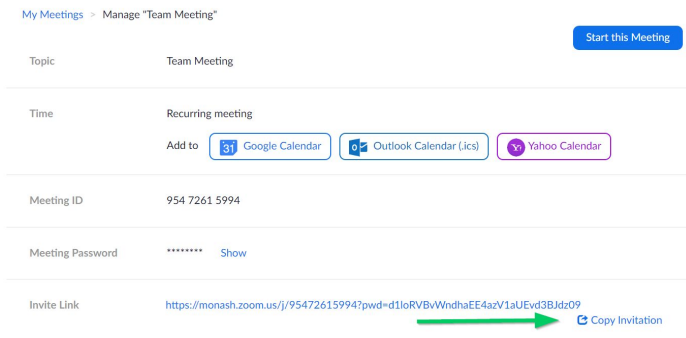
Before:



After:



3. To update the calendar body, copy the full Meeting Invitation from the [Monash Zoom Portal](#)



4. Paste into the Calendar body to update all details, Save and Update Guests

