Zoom - How do I Edit My Existing Meeting?

This walks you through the process of editing an existing meeting via the Desktop Client, Blackboard, the Zoom Web portal, or Outlook. This is useful for users who have an existing scheduled meeting and need to adjust certain parameters.

Things You Can Change By Editing a Meeting

The following are common things you may want to adjust after a meeting has been scheduled:

- Changing Date, Time, Or Duration
- Adding Registration
- Requiring a Meeting Password for Scheduled Meetings, and your Personal Meeting ID
- Setting the Meeting to Record Automatically

Editing a Meeting from Blackboard

Note: If you have applied a password to your meeting, and students are being prompted to enter a password when joining your meeting from Blackboard, performing these steps will resolve this issue.

1. Go to your course in Blackboard https://learn.wsu.edu
2. Click on the Tools menu on the left, then click on the Zoom Meeting tool.
3. The Zoom Tool page will open and display your currently scheduled sessions. Click on the Title of the session you want to edit (in the Topic column).
4. A new page will open showing a summary of the session settings. Scroll down to the bottom of the page and Click the “Edit this Meeting” Button.

**NOTE:** If the meeting is a recurring meeting (recurring meeting checkbox selected and a meeting pattern set), editing one session will change the settings for all the following sessions.

5. The Meeting Editing window opens. Scroll down to the Meeting Options area and make the changes to your meeting settings.
6. Click the “SAVE” button at the bottom of the page to save your meeting (or meeting series) changes.
Editing a Meeting, or Personal Meeting ID, from the Web

Personal Meeting ID

1. Visit https://wsu.zoom.us and select the Sign In button, following the steps to authenticate.
2. Select the “Meetings” option in the menu from the left navigation.
3. Select the Personal Meeting Room tab

   ![Personal Meeting Room Tab](image)

4. Scroll to the bottom and select the “Edit this Meeting” button.
5. Adjust your meeting parameters.
   **Example:** To add a password, check the box for “Require meeting password” which will make a textbox appear with a password in it.
   **NOTE:** Auto fill (i.e., with Chrome, Firefox, or Lastpass) can sometimes mess up auto generating a password, so you may need to enter a password manually (pick 6 numbers).
6. Select the “Save” button at the bottom of the screen.

   If you added a password, the Join URL will be a longer link which includes an embedded password and the meeting password field will now have a green check next to it with the password you selected. If participants of your meeting have been sent meeting invites previously (specifically via Outlook) you will need to provide them with this new Join URL to avoid them having to enter the password. Alternatively you can share the password with them and they will need to enter that before joining. Note that if you are using the blackboard integration for students to join your zoom session the link they see is automatically updated to the password protected version.

Scheduled Meetings

1. Visit https://wsu.zoom.us and select the Sign In button, following the steps to authenticate.
2. Select the “Meetings” option in the menu from the left navigation.
3. Choose the meeting you would like to update by selecting the link for that meeting.
4. Scroll to the bottom and select the “Edit this Meeting” button.
5. Adjust your meeting parameters.
   **Example:** To add a password, check the box for “Require meeting password” which will make a textbox appear with a password in it.
NOTE: Auto fill (i.e., with Chrome, Firefox, or Lastpass) can sometimes mess up auto generating a password, so you may need to enter a password manually (pick 6 numbers).

If you added a password, the Join URL will be a longer link which includes an embedded password and the meeting password field will now have a green check next to it with the password you selected. If participants of your meeting have been sent meeting invites previously (specifically via Outlook) you will need to provide them with this new Join URL to avoid them having to enter the password. Alternatively you can share the password with them and they will need to enter that before joining. Note that if you are using the blackboard integration for students to join your zoom session the link they see is automatically updated to the password protected version.

Editing a Meeting from the Desktop Client

1. Make sure you have downloaded the client and have installed and authenticated via SSO.
2. Select the “Meetings” option from the banner menu:

3. Choose the meeting you would like to update by selecting it from the left.
4. Select the “Edit” button.
5. Adjust your meeting parameters.
   Example: To add a password, check the box for “Require meeting password” which will make a textbox appear with a password in it.
6. Select the “Save” button at the bottom of the screen.

If your calendar is synced, your meeting will update to Outlook automatically as well.

If you added a password, if participants of your meeting have been sent meeting invites previously you will need to provide them with this new Join URL to avoid them having to enter the password. Alternatively you can share the password with them and they will need to enter that before joining. Note that if you are using the blackboard integration for students to join your zoom session the link they see is automatically updated to the password protected version.

Editing a Meeting from Outlook

Note: If participants of your meeting have been sent meeting invites previously (specifically via Outlook) you will need to provide them with an updated Join URL to avoid them having to enter the password

If you are using the Outlook Plugin (see below)

1. Go to your calendar and open the meeting meeting invitation, which includes the Zoom meeting invitation details
2. On the left-hand side of the Outlook Tools ribbon, click on the ‘Change Settings’ Zoom button

3. A window will appear with the settings for you Zoom meeting, check the box for a meeting password. A password will be automatically generated for you, but you do have the option of inputting your own custom password (up to 10 characters).
   Note: The auto-generated password is an acceptable password for any meeting.
Note: If the meeting appears to already have a password, even though you have not updated the meeting settings, please proceed using the steps below. This will make sure your Outlook meeting matches the Zoom meeting settings from the Zoom Cloud.

4. Click Continue to apply these settings to your meeting
   You may be prompted by a notification, which lets you know portions of your invitation have changed - simply click continue. If you wish to not see this notification in the future, check the ‘Do not show this message again’.

5. There should now be some additional details in your meeting invitation - the join URL will have changed and the meeting password should be listed in the meeting invitation as show below:

6. Send the updated meeting invitation to your attendees

7. Your Zoom meeting has now been updated!

If you are using the Outlook Add-in (see below)
1. Go to your calendar and open the meeting meeting invitation, which includes the Zoom meeting invitation details
2. On the right-hand side of the Outlook Tool Ribbon, click on the Zoom Settings Icon

A window will now open on the right-hand side of your Outlook window, check the box for a meeting password. A password will be automatically generated for you, but you do have the option of inputting your own custom password (up to 10 characters).

Note: The auto-generated password is an acceptable password for any meeting.

Note: You may be prompted to sign in, please refer to the following sign in guide: Zoom - How do I sign into the Zoom O365 add-in for Outlook?

Note: If the meeting appears to already have a password, even though you have not updated the meeting settings, please proceed using the steps below. This will make sure your Outlook meeting matches the Zoom meeting settings from the Zoom Cloud.
4. Click the Update button, and the changes will be applied to your meeting. The meeting join link and password are now included in the meeting location and details.

5. Now, send the updated meeting invitation to your attendees.

6. Your Zoom meeting has now been updated!

Related articles

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