1. Please visit your Emory’s Zoom home page press **Log In**  
   [https://emory.zoom.us/](https://emory.zoom.us/)  
   [https://emoryhealthcare.zoom.us/](https://emoryhealthcare.zoom.us/)

2. Please enter your **Emory ID/Password** and press **Login**

3. Go to **Settings**
4. Go to the **Meeting** tab and verify the password settings that you would like to use for your meetings and webinars are enabled.

   **Require a password when scheduling new meetings**
   A password will be generated when scheduling a meeting and participants require the password to join the meeting. The Personal Meeting ID (PMI) meetings are not included.

   **Require a password for instant meetings**
   A random password will be generated when starting an instant meeting

   **Require a password for Personal Meeting ID (PMI)**
   - Only meetings with Join Before Host enabled
   - All meetings using PMI

   **Embed password in meeting link for one-click join**
   Meeting password will be encrypted and included in the join meeting link to allow participants to join with just one click without having to enter the password.

   **Require password for participants joining by phone**
   A numeric password will be required for participants joining by phone if your meeting has a password. For meeting with an alphanumeric password, a numeric version will be generated.

5. If the setting is disabled, click on the Status toggle to enable it. If a verification dialog is displayed, choose **Turn On** to verify the change.

   **Note:** *If the option is grayed out, it is disabled*

6. For more information about editing a password for current meetings click [here](#).

7. For more information about editing a password for current webinars click [here](#).

8. For more information about editing a password for current Personal Meeting ID (PMI) click [here](#).

9. If you have any questions, please contact [videoservices@emory.edu](mailto:videoservices@emory.edu)