1. Select “Login” on your preferred Emory Zoom site. You will be directed to Emory’s authentication portal.

https://emoryhealthcare.zoom.us/

https://emory.zoom.us/

2. Click on A) My Meetings on the left menu, then B) Schedule a Meeting
3. Enter your preferred meeting information making sure to click:

   **A. Recurring Meeting**  
   **B. Select No Fixed Time** for Recurrence.  
   Other recommended settings are:  
   **C. Passcode OR Waiting Room Enabled for Security**  
   **D. Host, Participant Video On (Default)**  
   **E. Allow Participants to Join Anytime (if not using the Waiting Room feature)**  
   **F. Alternative Hosts (MUST be another Emory Zoom user in the SAME enterprise account)**

4. Make sure to **Save** your Meeting settings. You can always go back in to Edit the settings later.
Please Note:

- Meetings can have up to 50 recurring sessions, if you need more than 50 recurrences, use the **No Fixed Time** option. The maximum is 3 years if scheduled through Outlook / Office365.

- If you enable Allow participants to join anytime, participants will be able to join the meetings without a host present and use all functions with the exception of meeting controls.

- For a better experience, see the **Zoom Add-in for Outlook / Office 365** if you use it to schedule meetings.

- Recurring meetings with a fixed recurrence patterns (daily, weekly, monthly) **cannot be scheduled with your Personal Meeting ID (PMI)** since your PMI is reserved so that you can start or schedule a meeting at any time, similar to a no-fixed-time recurring meeting.

- When scheduling a recurring meeting on the desktop client, mobile client, or in Outlook, the resulting Zoom meeting will always be created as a no-fixed-time recurring meeting. The resulting calendar event can then be scheduled with whichever recurrence pattern you choose, but that recurrence pattern will not be reflected on the Zoom side.

- For individual meeting occurrences to show up in the Zoom desktop or mobile client, you must schedule the recurring meetings in the Zoom web portal. Otherwise, the meetings will show up as **No Fixed Time** in Zoom and the individual occurrences will only be shown on your calendar.