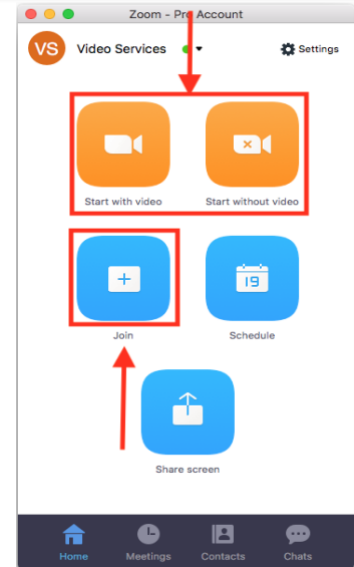


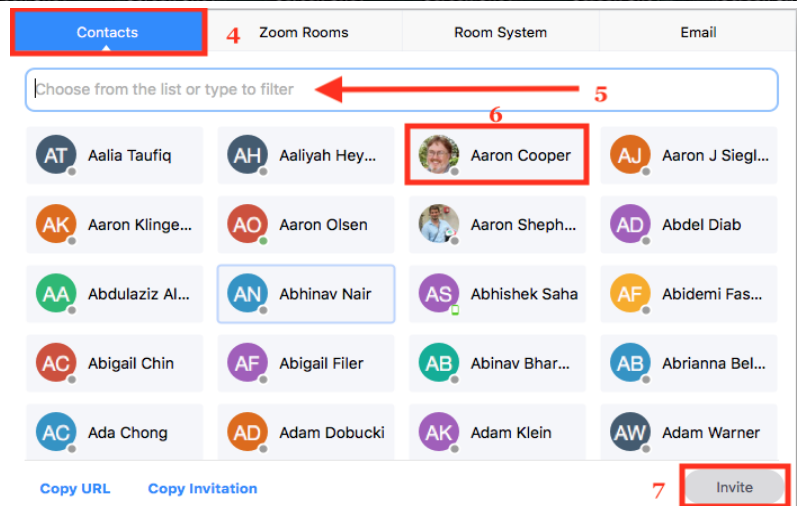
1. **Start** a Zoom meeting or **Join** a meeting
2. If you would like to invite a **non-Emory user**, schedule a meeting and send the user the invitation prior to meeting. To invite **Emory users**, follow steps 3 to 7. To invite a **room system (Cisco MCU, Cisco, Polycom, Tandberg)** follow steps 3 and 8 to 12.



3. While on a meeting select **Invite** on the Zoom meeting toolbar.



4. Select **Contacts**
5. **Choose** from the list or **search** to filter
6. Click on the **user's name**
7. Click on **Invite**



8. Select **Invite a Room System**.
9. Select the **Call Out** tab
10. Enter the IP address or SIP URI of the H.323 or SIP device, or select a device from the **H.323/SIP Rooms Directory**
11. Select the type of call you would wish to make - H.323 or SIP (*All directory rooms are H.323*)
12. Press **Call**

