

1. Please visit Emory's Zoom home page, press **Log In**
<https://emoryhealthcare.zoom.us/>



<https://emory.zoom.us/>



2. Please enter your **NetID/Password** and press Login

Network ID

Password

Login

My Profile

My Meeting Settings

My Meetings

My Recordings

My Webinars

3. Click on **My Meetings** on the left ribbon

4. Click on **Schedule a New Meeting**

Upcoming Meetings

Previous Meetings

Personal Meeting Room

Schedule a New Meeting

← [Schedule a meeting from an H.323/SIP room system](#)

Topic **Enter the name of the meeting** → My Meeting

Description (Optional) → Enter your meeting description

When → 02/28/2019 11:00 AM

Duration → 1 hr 0 min

Time Zone → (GMT-5:00) Eastern Time (US and Canada)

Recurring meeting **For recurring meetings, check the box and see instructions on page 3**

Registration Required

Video → **Host** on off

Participant on off

Audio → Telephone Computer Audio Both

Dial from United States [Edit](#)

Meeting Options

Require meeting password

Enable join before host **Participants can join a meeting without a Host or Co-host present**

Mute participants upon entry

Use Personal Meeting ID 404-576-6874

Enable waiting room

Record the meeting automatically

Alternative Hosts → **The user must be in the same Emory Zoom account**

Example: john@company.com, peter@school.edu

Click Save once you are ready to schedule your meeting

Save Cancel

Recurring meeting **Every day, until Aug 05, 2018, 7 occurrence(s)**

Recurrence **Click on the box** →

Repeat every

End date

Daily

Daily

Weekly

Monthly

No Fixed Time

By selecting this option, the meeting will not have an end date and is always available.

After occurrences

1. For **Daily**, **Weekly** or **Monthly** meetings please choose the option and how often you would like the meeting to repeat.
2. Choose your **End date** and how many occurrences you would like this meeting to occur (max 50 unless is schedule via Office 365 or Outlook and the max is 3 years).
3. For a never-ending meeting choose the **No Fixed Time** option.
4. Once you have chosen your recurring meeting options please go back to page 1 and finish creating your meeting before clicking **Save**.

Note: If you **Enable join before host**, participants will be able to join the meetings without a host/co-host present, use all functions with exception of [meeting controls](#).
If you **Enable waiting**, participants will be in a waiting room and meetings will not start until you as the host do so, co-host cannot start the meetings in your behave.