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

https://emoryhealthcare.zoom.us/

https://emory.zoom.us/

Login with NetID, password

Network ID

Password

Login

2. Click on A) My Meetings on the left ribbon, then B) Schedule a New Meeting
3. Enter your preferred meeting information, making sure to click A) **Recurring Meeting** and select B) **No Fixed Time**. Other recommended settings are:
   - C. Host, Participant Video On
   - D. Enable Join Before Host
   - E. Enter at least one Alternate Host (must be another Emory Zoom user)

**Please Note:**
- Meetings may occur a maximum of 50 times if scheduled through this web portal. The max is 3 years if scheduled through Outlook or Office365.
- If you enable join before host, participants will be able to join the meetings without a host present and use all functions with the exception of meeting controls.
- If a meeting is inactive for 30 days the link to the recurring meeting will expire.