1. Please visit your Emory’s Zoom home page press Log In https://emory.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 alphanumerical 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)