

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

Network ID

Password

Login

3. Go to **Settings**

PERSONAL

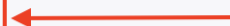
Profile

Meetings

Webinars

Recordings

Settings



4. Go to the **Meeting** tab, click on **Security** and verify the password settings that you would like to use for your meetings are enabled. 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.

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 alphanumeric password, a numeric version will be generated.

Only authenticated users can join meetings



The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Only authenticated users can join meetings from Web client



The participants need to authenticate prior to joining meetings from web client



5. For more information about editing a password for current **Personal Meeting ID (PMI)** click [here](#).
6. For more information about editing a password for **current meetings** click [here](#).
7. **Webinars** are assigned a random password by default. You can find more information about changing the password setting for current and future webinars [here](#).
8. If you have any questions, please contact videoservices@emory.edu