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

2. Please enter your Emory ID/Password and press Login

3. Go to 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](mailto:videoservices@emory.edu)