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

   ![Login with NetID, password](https://emory.zoom.us/)

   Once in the web portal you can join/host a meeting, change your profile settings, meeting settings, or view your scheduled meetings.

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- TA, co-teachers, etc. (must be another Emory Zoom user)
   *For ECAS Courses, we recommend typing the course number and title in the "Topic" field and the course meeting time in the "Description" field.*

   Please Note:
   - 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 you enable the waiting room, meetings will not start until you as the host do so; the co-host cannot start the meetings on your behalf.

4. Click here for Frequently Asked Questions

5. For one-minute videos, tutorials or support instructions click here

6. If you have any questions, please contact videoservices@emory.edu