

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 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 alphanumeric 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