

EMORY LIBRARIES & INFORMATION TECHNOLOGY

## Zoom - Scheduling Recurring Meetings

1. Select "Login" on your preferred Emory Zoom site. You will be directed to Emory's NetID login portal.



## Login with NetID, password

letwork ID			
assword			

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

EMORY   ZOC	m		JOIN A MEETING HOST A MEETING	• SIGN OUT
My Profile		Video Convices		Edit
My Meeting Settings		Account No. 729259		
My Meetings				
My Recordings				

2. Click on A) My Meetings on the left ribbon, then B) Schedule a New Meeting

	n			JOIN A MEETING	HOST A MEETING - SIGN OUT
PERSONAL	Upcoming Meetings	Previous Meetings	Personal Meeting Room		Get Training
Profile A Meetings	Schedule a New Meeting	Join a meeting from an H.3	23/SIP room system		
Webinars	Show meetings by host:	All -			
Recordings	Start Time 💠	Topic 💠		Meeting ID	
Settings	Recurring	*New Link* Classr	oom Tech Ops + Health Check	176-710-214	Start Delete
ADMIN	Recurring	Emory WSP Zoom	Room	948-367-315	Start Delete
Dashboard	Recurring	ECAS Classroom	Jpdates *Zoom Link*	838-352-100	Start Delete



## Zoom - Scheduling Recurring Meetings

- 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.

Schedule a Meet	ing	Schedule a Meet	ing			
Topic	My Meeting	Торіс	My Meeting			
Description (Optional)	Enter your meeting description	Description (Optional)	Enter your meeting description			
When	(06/19/2019) = (12:00 *) PM *)		Recurring meeting			
Duration	$\left(1-\frac{1}{2}\right)$ hr $\left(0-\frac{1}{2}\right)$ min		Recurrence No Fixed Time *			
Time Zone	(GMT-4:00) Eastern Time (US and Canada)					
	Recurring meeting Every day, until Jun 25, 2019, 7 occurrence(s)	Video	Host O on O off			
	Recurrence Daily *		Participant O off			
	Repeat every Weeky Weeky	Audio	Telephone Computer Audio G Roth +			
	End date After 7 * occurrences		Dial from United States Edit			
Meeting Options Require meeting password  E Enable join before host Mute participants upon entry @ Enable waiting room Record the meeting automatically  Advanced Options (Schedule For, Alternative Hosts) Schedule For Myself  Alternative Hosts  Sove Cancel						

## **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 **<u>Frequently Asked Questions</u>**
- 5. For one-minute videos, tutorials or support instructions click here
- 6. If you have any questions, please contact videoservices@emory.edu