



Zoom - Scheduling Recurring Meetings

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

<https://emory.zoom.us/>



Login with NetID, password

Network ID

Password

Login

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



JOIN A MEETING

HOST A MEETING ▾



My Profile

My Meeting Settings

My Meetings

My Recordings

Video Services

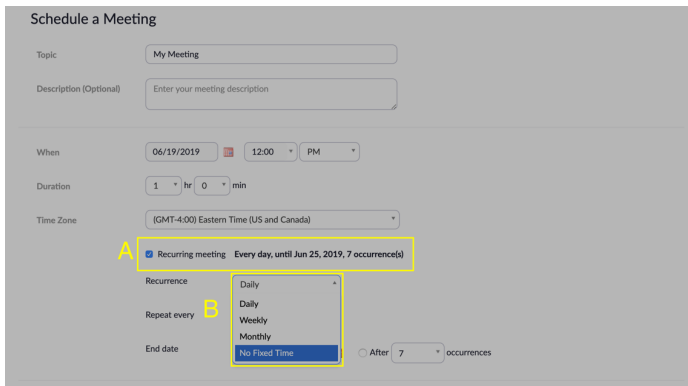
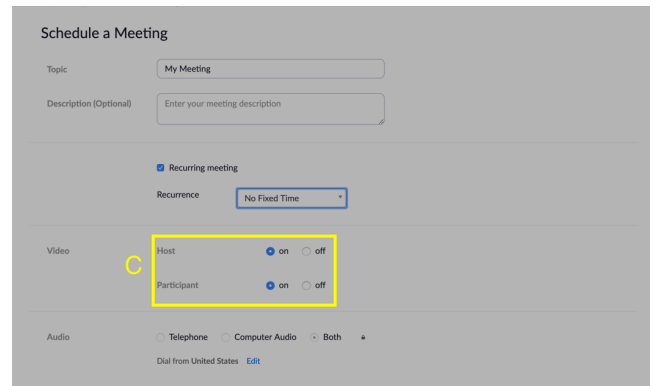
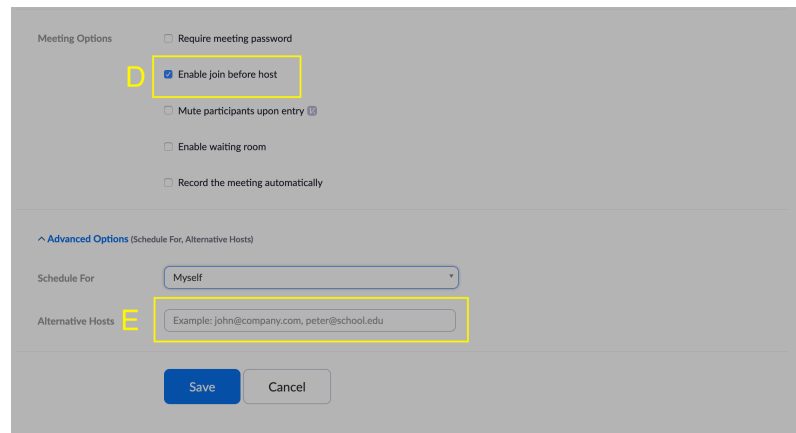
Account No. 729259

Edit

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

Start Time	Topic	Meeting ID	Start	Delete
Recurring	*New Link* Classroom Tech Ops + Health Check	176-710-214	Start	Delete
Recurring	Emory WSP Zoom Room	948-367-315	Start	Delete
Recurring	ECAS Classroom Updates *Zoom Link*	838-352-100	Start	Delete

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