Install Zoom on your computer

1. Go to https://emory.zoom.us/signin
2. Sign into the Emory Portal
3. Download and install the Zoom App (You should not need administrative rights to install this software per Emory LITS)

Meet

Join an Existing Meeting: Visit https://zoom.us/join, Enter a Meeting ID, and Click Join.

Host an Unplanned Meeting Now: Visit https://emory.zoom.us/start/videomeeting, Sign into the Emory Portal, Open zoom.us.

Schedule a Meeting: Visit https://emory.zoom.us/signin, Sign into the Emory Portal, Click Meetings on the left, Click Schedule a New Meeting, Set the meeting parameters and Click Save at the bottom, Click Copy the invitation on the right, Click Copy Meeting Invitation, Open Outlook, Paste the Meeting Invitation into an Outlook Calendar Invitation, Send the Outlook Invitation to meeting attendees.

Start a Meeting: Open/launch the Zoom App on your computer, Log into the Zoom App with your Emory Email Address and Zoom (not Emory) Password, Click Meetings at the top, Select the Upcoming Meeting on the left, Click Start.

Navigate a Meeting: See the following meeting options at the bottom of the Zoom window.

Chat

You can chat/message with colleagues who are logged into the Zoom Desktop App (not the browser app) without starting a meeting. Open the Zoom Desktop App, Log into the App with your Emory Email Address and Zoom (not Emory) Password, Click Chat at the top, Search for Contacts/People in the Search Field at the top-right, Select a Contact/Person who is in an Available status, type a message at the bottom, and hit Enter/Return.

For additional support resources, see the ORA-IT Wiki: https://wiki.service.emory.edu/x/cYINCg