



# zoom Online Meeting and Chat App for Remote Communication

## 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>

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