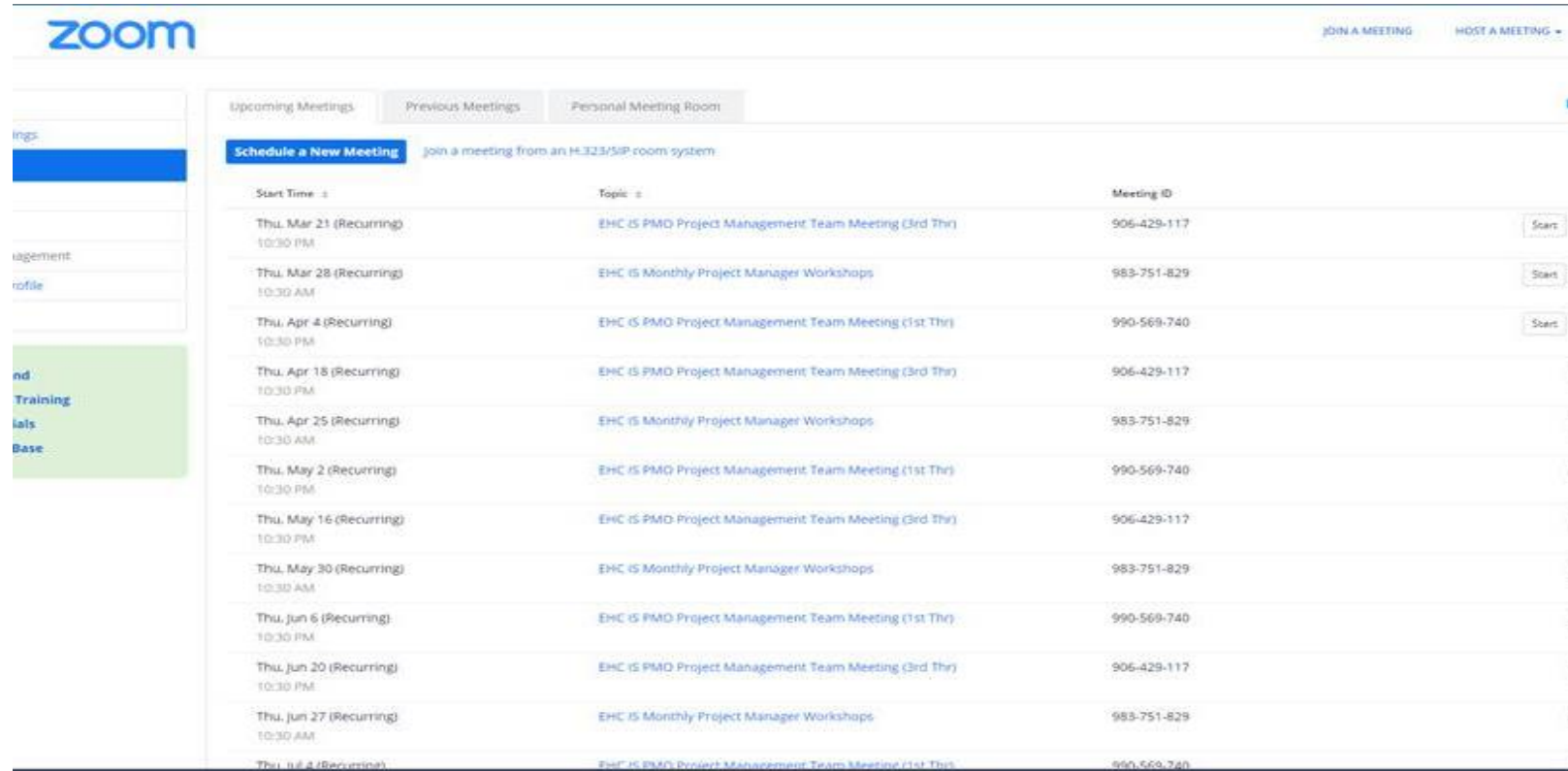


Zoom Access Resource Guide

EHC Information Services

Scheduling a Meeting or Series of Meetings

- Access the [EHC site](#)
- Select “Schedule a Meeting”
- Complete the necessary information



The screenshot displays the Zoom web interface. At the top, the Zoom logo is on the left, and "JOIN A MEETING" and "HOST A MEETING" buttons are on the right. Below the logo, there are navigation tabs for "Upcoming Meetings", "Previous Meetings", and "Personal Meeting Room". A "Schedule a New Meeting" button is visible, along with a link to "Join a meeting from an H.323/SIP room system". The main content area shows a table of upcoming meetings with columns for Start Time, Topic, and Meeting ID. Each row includes a "Start" button and a "Copy" icon.

Start Time	Topic	Meeting ID
Thu, Mar 21 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (3rd Thr)	906-429-117
Thu, Mar 28 (Recurring) 10:30 AM	EHC IS Monthly Project Manager Workshops	983-751-829
Thu, Apr 4 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (1st Thr)	990-569-740
Thu, Apr 18 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (3rd Thr)	906-429-117
Thu, Apr 25 (Recurring) 10:30 AM	EHC IS Monthly Project Manager Workshops	983-751-829
Thu, May 2 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (1st Thr)	990-569-740
Thu, May 16 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (3rd Thr)	906-429-117
Thu, May 30 (Recurring) 10:30 AM	EHC IS Monthly Project Manager Workshops	983-751-829
Thu, Jun 6 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (1st Thr)	990-569-740
Thu, Jun 20 (Recurring) 10:30 PM	EHC IS PMO Project Management Team Meeting (3rd Thr)	906-429-117
Thu, Jun 27 (Recurring) 10:30 AM	EHC IS Monthly Project Manager Workshops	983-751-829
Thu, Jul 4 (Recurring)	EHC IS PMO Project Management Team Meeting (1st Thr)	990-569-740

Scheduling a Meeting or Series of Meeting, con't

The screenshot shows the Zoom web interface for scheduling a meeting. The top navigation bar includes the Emory Healthcare logo, the Zoom logo, and links for 'JOIN A MEETING', 'HOST A MEETING', and 'SIGN OUT'. A left sidebar contains navigation options: Profile, Meeting Settings, Meetings (highlighted), Recordings, Webinars, Account Management, Account Profile, and Reports. Below the sidebar is a green box with links for 'Refer-a-Friend', 'Attend Live Training', 'Video Tutorials', and 'Knowledge Base'. The main content area is titled 'My Meetings > Schedule a Meeting' and 'Schedule a Meeting'. A banner for the 'Outlook Plugin for Zoom' is visible. The form fields are: Topic (Zoom Review), Description (Optional) (Enter your meeting description), When (03/13/2019, 2:30 AM), Duration (1 hr 30 min), Time Zone ((GMT-4:00) Eastern Time (US and Canada)), Registration (Required), and Video (Host: on, Participant: off).

EMORY HEALTHCARE zoom JOIN A MEETING HOST A MEETING SIGN OUT

Profile Meeting Settings **Meetings** Recordings Webinars Account Management Account Profile Reports

Refer-a-Friend Attend Live Training Video Tutorials Knowledge Base

My Meetings > Schedule a Meeting

Schedule a Meeting

Outlook Plugin for Zoom Schedule your Zoom meetings directly from Outlook with the Outlook plugin. [Click here to download.](#) Do not show this message again

Topic Zoom Review

Description (Optional) Enter your meeting description

When 03/13/2019 2:30 AM

Duration 1 hr 30 min

Time Zone (GMT-4:00) Eastern Time (US and Canada)

Recurring meeting

Registration Required

Video Host on off
Participant on off

Scheduling a Meeting or Series of Meetings, con't

The screenshot shows the Zoom web interface for managing a meeting. The top left corner features the EMORY HEALTHCARE logo and the Zoom logo. The top right corner has links for "JOIN A MEETING", "HOST A MEETING", and "SIGN OUT".

On the left side, there is a navigation menu with the following items: Profile, Meeting Settings, Meetings (highlighted in blue), Recordings, Webinars, Account Management, Account Profile, and Reports. Below this menu is a green box containing "Refer-a-Friend", "Attend Live Training", "Video Tutorials", and "Knowledge Base".

The main content area is titled "My Meetings > Manage 'Zoom Review'". In the top right corner of this area is a blue button labeled "Start this Meeting".

The meeting details are as follows:

- Topic:** Zoom Review
- Time:** Mar 13, 2019 2:30 PM Eastern Time (US and Canada)
- Add to:** Three buttons for "Google Calendar", "Outlook Calendar (.ics)", and "Yahoo Calendar".
- Meeting ID:** 619-297-686
- Invite Attendees:** Join URL: <https://emoryhealthcare.zoom.us/j/619297686>. A "Copy the invitation" button is located to the right.
- Video:** Host: On, Participant: Off
- Audio:** Telephone and Computer Audio, Dial from United States
- Meeting Options:**
 - Require meeting password
 - Enable join before host
 - Mute participants upon entry
 - Use Personal Meeting ID 404-712-1035
 - Enable waiting room
 - Record the meeting automatically on the local computer

To Obtain full appointment information detail

- Choose the “Copy the Invitation” link
- Post into the meeting information
 - There are two key pieces, the phone number and code, the web-address for the Zoom even

Malcolm Barnes is inviting you to a scheduled Zoom meeting.

Example:

Topic: Zoom Review

Time: Mar 13, 2019 2:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://emoryhealthcare.zoom.us/j/619297686>

One tap mobile

+19294362866,,619297686# US (New York)

+16699006833,,619297686# US (San Jose)

Dial by your location

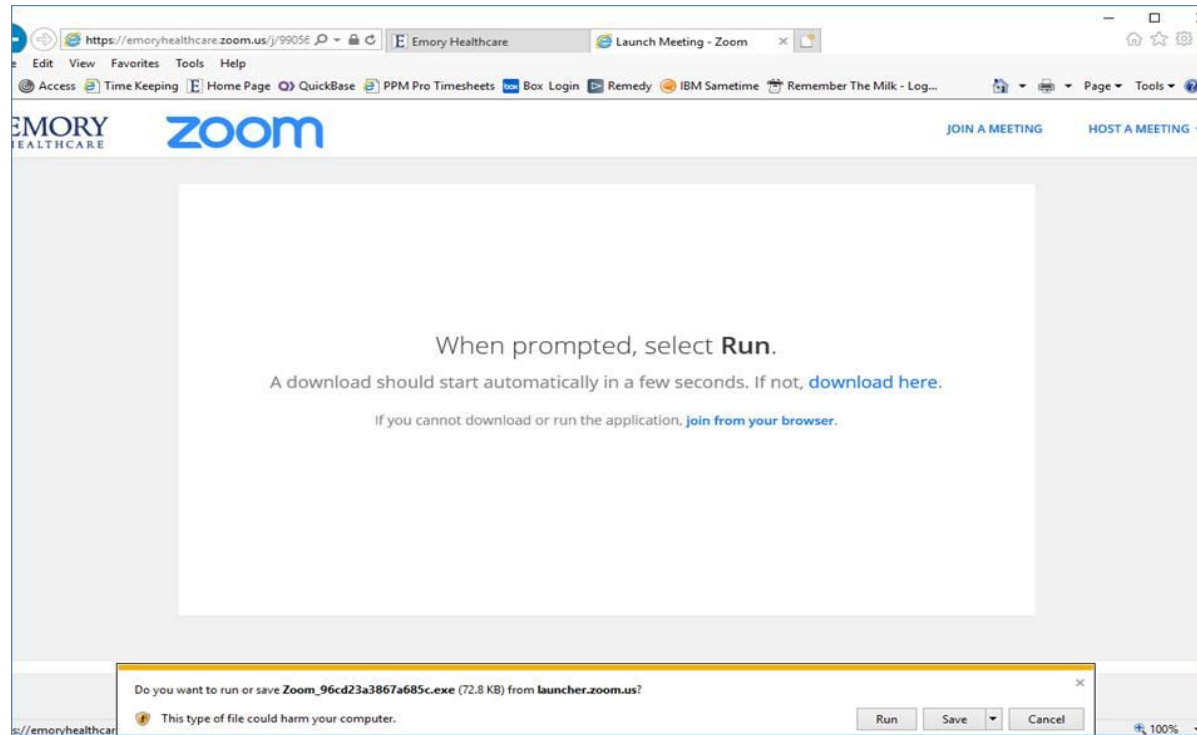
+1 929 436 2866 US (New York)

+1 669 900 6833 US (San Jose)

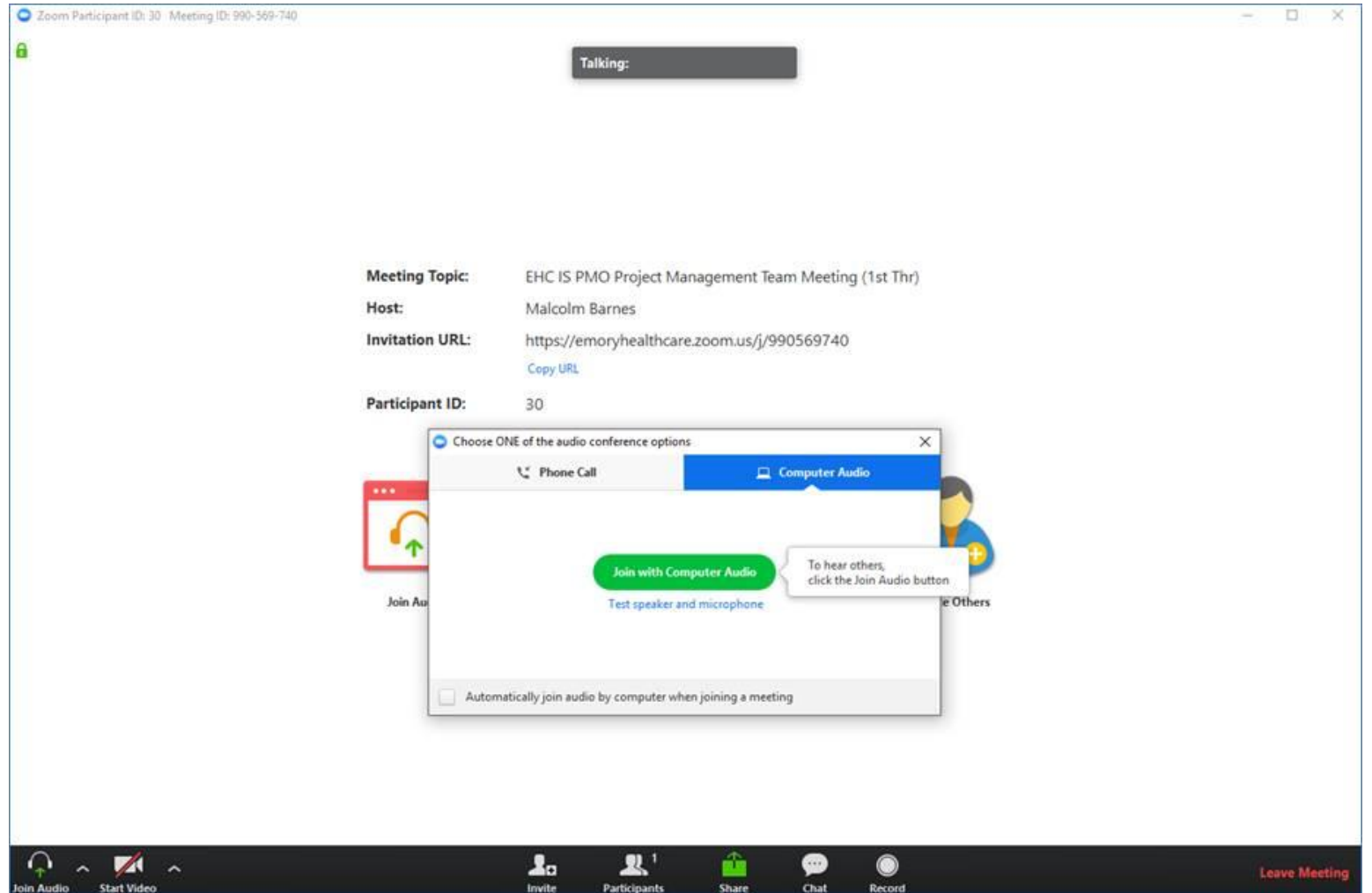
Meeting ID: 619 297 686

Launching The Meeting

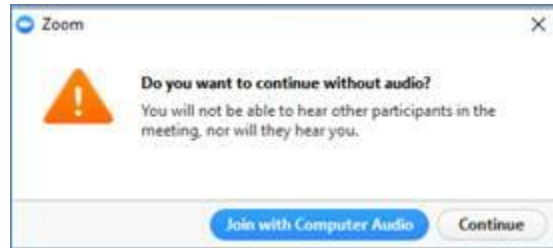
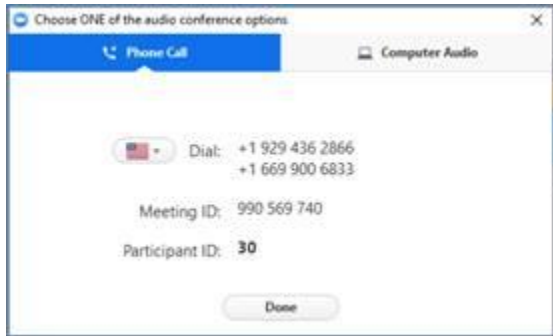
- Recommendation: Launch outside of VDT on local version of the browser
 - Intermittent success using Zoom within VDT, it is dependent on the desktop, the loaded drivers and the configuration. Results can be varied and in some cases non-functional. This is exacerbated when trying to run sound or video through VDT. Running on the PC desktop allows you to show everything on the desktop, including VDT screens
- Copy the Zoom Meeting link to Internet Explorer (Chrome or Safari) and join the meeting
- This is where you can do screen sharing (and if you have web-cameras, web-conferencing)
- The phone number can be utilized without using the web-site link and without screen sharing.



Launching the Meeting, con't



Launching the Meeting con't



LITS Zoom FAQs https://emory.service-now.com/sp?id=kb_article&sys_id=6ad4c6eedbf2d784260b73d78c9619ca

Zoom Web-Site Support Link: <https://support.zoom.us/hc/en-us>

Access at EHC: <https://emoryhealthcare.zoom.us/meeting>

Scheduling a Meeting or Series of Meetings:

Access the [EHC site](#)

Select “Schedule a Meeting”

Complete the necessary information