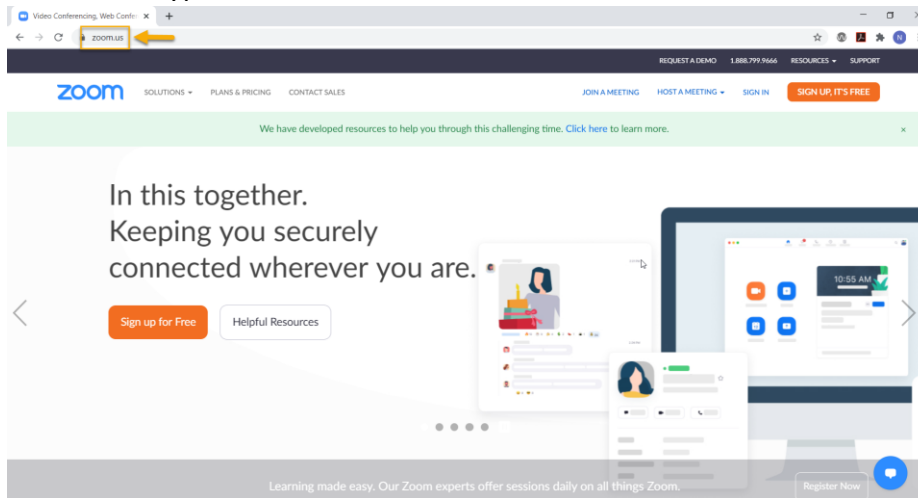# Find, customize, and add a passcode to your Zoom Personal Meeting Room.

Your Zoom account comes with a Personal Meeting Room. This room is the perfect place to hold office hours with students and hold meetings with colleagues. Here is how to find, customize, and add a passcode to your Personal Meeting Room ID:
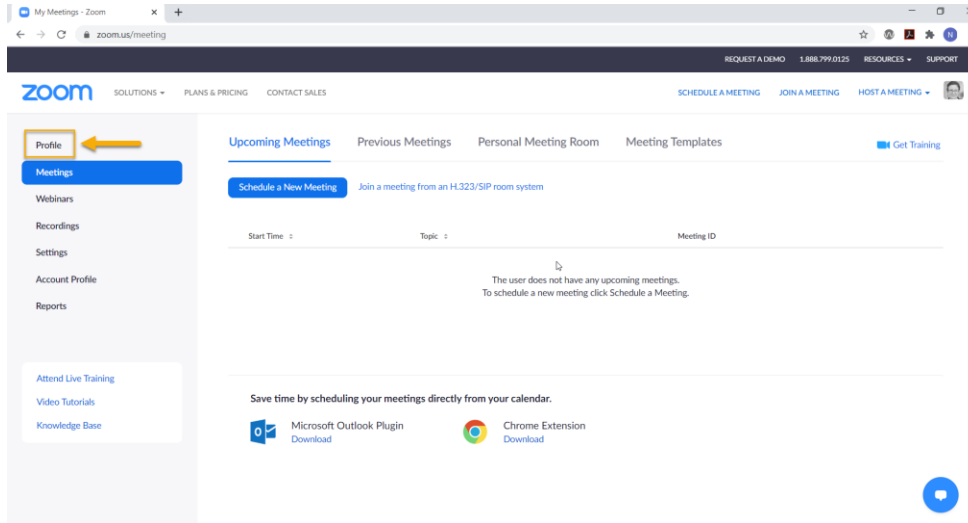
1. In Chrome, type zoom.us into the address bar.

2. Sign in to your Zoom account. The Sign In button is on the top right.
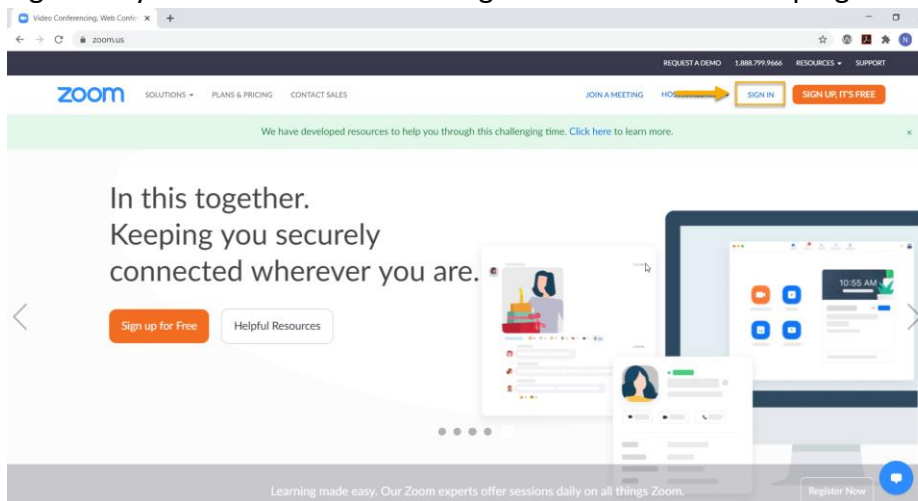

3. Click "Profile."

4. Locate your Personal Meeting ID. The https:// address is your Personal Meeting ID. You can share this link with anyone and they can join you in your Virtual Meeting Room. To customize your Personal Meeting ID with your phone number or name, click the word "Edit" on the right and make changes.
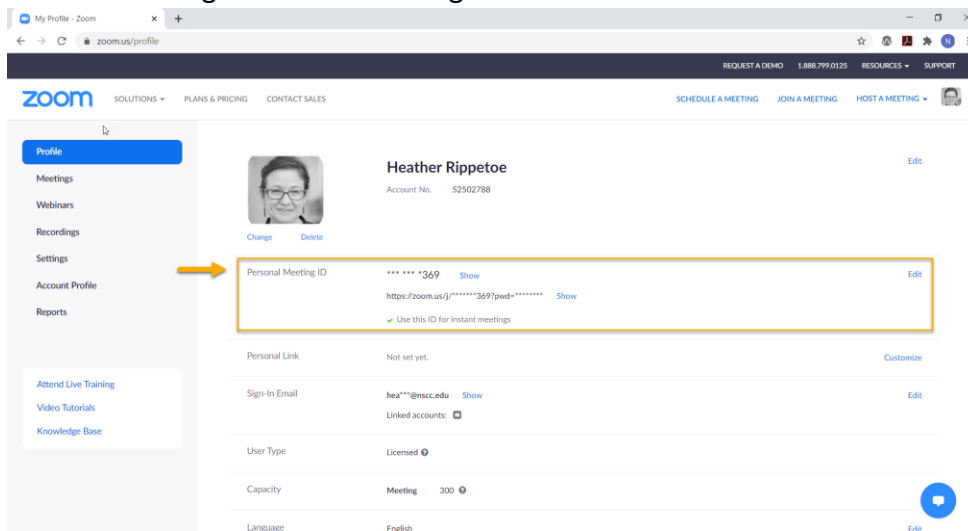

5. Add a password to your virtual room. NOTE: this is an NSCC requirement when working with students to reduce the chances of "Zoom Bombing." You will only have to add this password once.
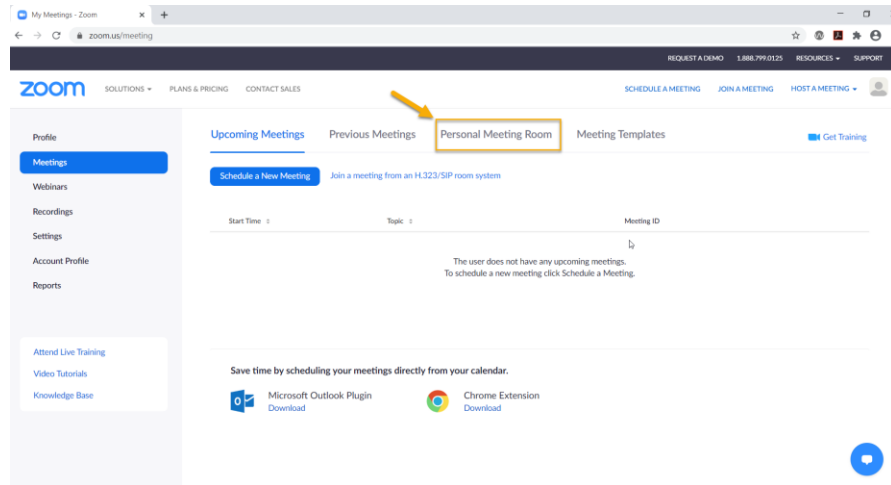   a. Click "Settings" on the left side of the page.
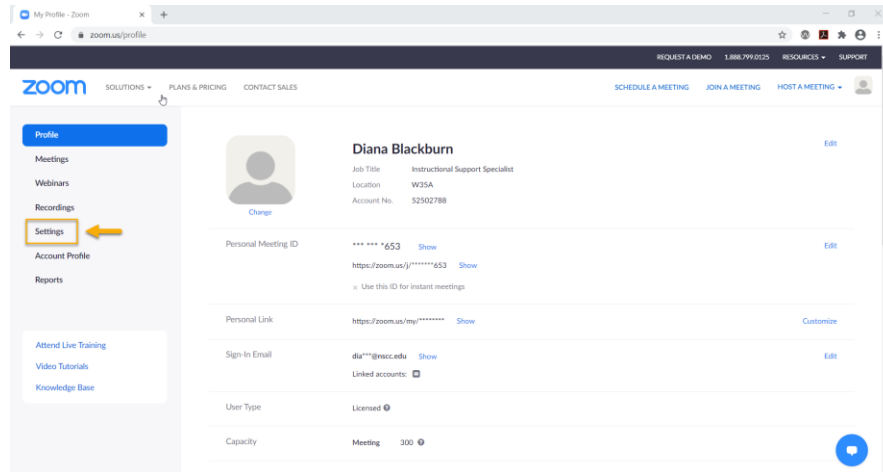
b. Scroll down to "Require a passcode for Personal Meeting ID (PMI)." Make sure the toggle is set to on (blue), select the "All meetings using PMI" radio button, and then click "Save."
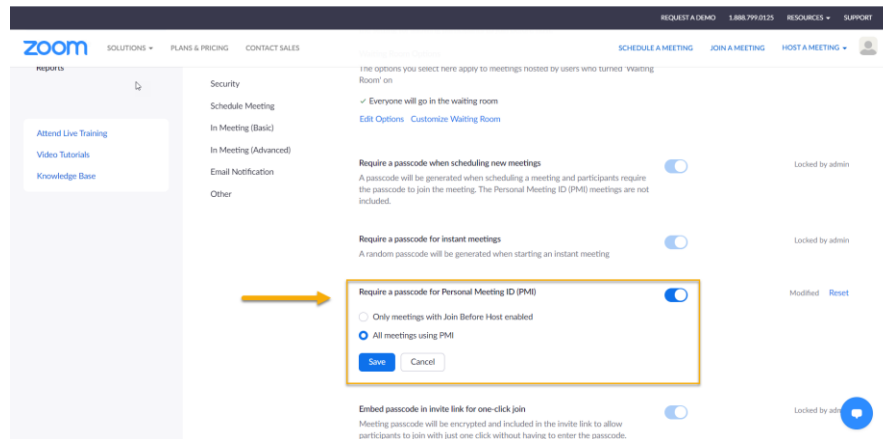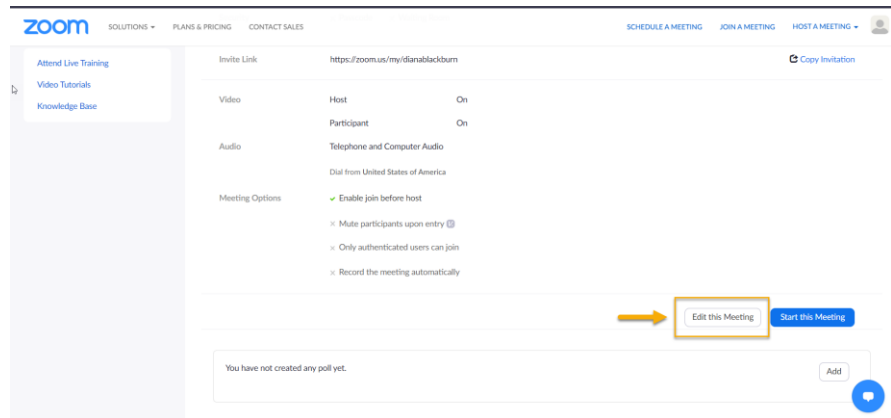

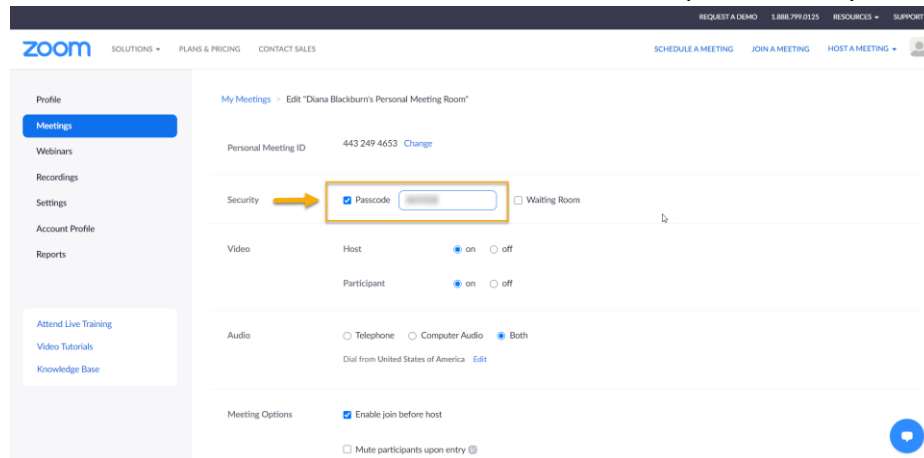c. Click "Meetings" on the left side of the page.
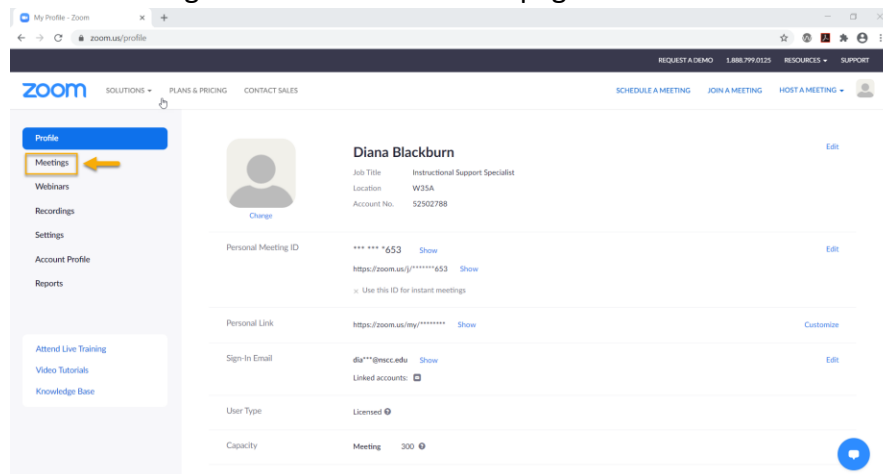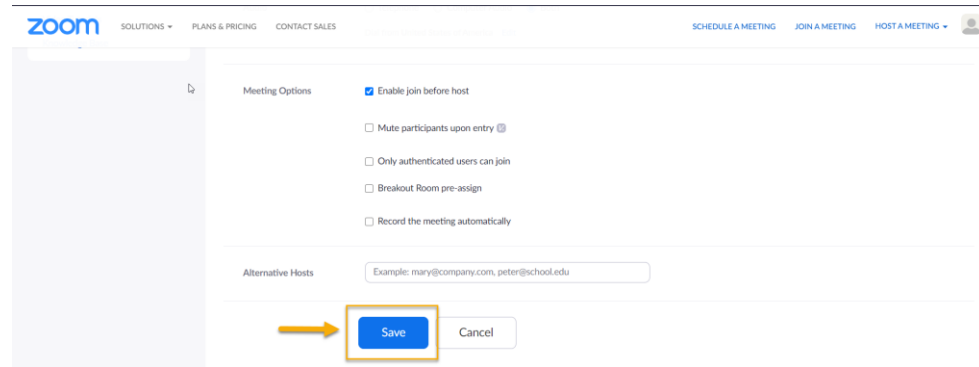
d. Click "Personal Meeting Room."

e. Scroll down and click "Edit this Meeting."

f. Select the checkbox next to "Passcode" and enter a passcode of your choice.

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g. Scroll down and click "Save."

Now you are ready to share your Personal Meeting ID with students and colleagues. To retrieve this ID, review step four.