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."

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| Settings Account Profile Reports | | | C The user does not have any up To schedule a new meeting click S | coming meetings. ichedule a Meeting. | | | | |
| Attend Live Training Video Tutorials | Save time by schedulir | ng your meetings directly | from your calendar. | | | | | |
| Knowledge Base | Microsoft Ou Download | tlook Plugin | Chrome Extension Download | | | | | |
| | | | | | | | 0 |) |

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.

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| Devote Profile Meetings Webinans Recordings Settinge | Chung Delete | Heather Rippetoe Account No. 52502788 | | | Edi | |
| Account Profile Reports | Personal Meeting ID | ********************************* | | | Edi | • |
| | Personal Link | Not set yet. | | | Customize | |
| Attend Live Training Video Tutorials Knowledge Base | Sign-In Email | hea***@nscc.edu Show Linked accounts: | | | Edi | |
| | User Type | Licensed 😡 | | | | |
| | Capacity | Meeting 300 • | | | | 0 |
| | Language | Fnelish | | | Frie | |

- 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.

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| Settings Account Profile Reports | Personal Meeting ID | ************************************** | | Edit | l |
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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."

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| Reports | ß | Security Schedule Meeting | Ine options you select nere apply to meetings hosted by users who turned "Waiting Room" on ✓ Everyone will go in the waiting room Fell Ordinan: Customere Waiting Room | | | | |
| Attend Live Traini Video Tutorials Knowledge Base | ing | In Meeting (Basic) In Meeting (Advanced) Email Notification | Require a passcode when scheduling new meetings A nasscode will be newnarded when scheduling a musclow and nasticinastic require | | | Locked by adm | in |
| | | Other | The parasonate time to go the account must addressing and participants require the parasonate to join the meeting. The Personal Meeting ID (PMI) meetings are not included. | | | | |
| | | | Require a passcode for instant meetings A random passcode will be generated when starting an instant meeting | | | Locked by admi | in |
| | | \rightarrow | Require a passcole for Personal Meeting (D (PMI) Ouly meetings with, Join Before Host enabled All meetings using PMI Sove Cancel | | | Modified Rese | rt |
| | | | Embed passcode in invite link for one-click join Meeting passcode will be encrypted and included in the invite link to allow participants to join with just one click without having to enter the passcode. | | | Locked by adm | 0 |

c. Click "Meetings" on the left side of the page.

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| | Personal Link | https://zoom.us/my/******* Show | | | Customize | |
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d. Click "Personal Meeting Room."

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| rofile | Upcoming Meetings | Previous Meetings P | ersonal Meeting Room | Meeting Templates | | 📑 Get | Training |
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| ettings account Profile | | | The user does not have any up to schedule a new meeting click | b} coming meetings. Schedule a Meeting. | | | |
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| Attend Live Training | | | | | | | |
| /ideo Tutorials | Save time by scheduling | g your meetings directly from | ı your calendar. | | | | |
| nowledge Base | Microsoft Out | ook Plugin 📀 | Chrome Extension | | | | |

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

| | | | | | | Host A Hazering - | ě |
|--|-------------------------------|---|----------|---------|-------------|-------------------|---|
| Attend Live Training Invite | e Link ht | ttps://zoom.us/my/dianablackburr | 1 | | | Copy Invitation | |
| Video Tutorials Knowledge Base Video | o Hi | ost articipant | On On | | | | |
| Audio | o Te Di | Nephone and Computer Audio | | | | | |
| Meeti | ting Options 🗸 | Enable join before host | | | | | |
| | ××××× | Mute participants upon entry () Only authenticated users can join Record the meeting automaticall | a a | | | | |
| | | | | Edit ti | his Meeting | tart this Meeting | |
| You | a have not created any poll y | et. | | | | Add | |

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

| | | | REQUESTAT | DEMO 1.888.799.0125 | RESOURCES - | SUPPORT |
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| ZOOM SOLUTIONS - PLANS | & PRICING CONTACT SALES | | SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING | |
| Profile | My Meetings > Edit "Dian | Blackburn's Personal Meeting Room" | | | | |
| Meetings Webinars | Personal Meeting ID | 443 249 4653 Change | | | | |
| Recordings Settings | Security | Passcode Waiting Room | | | | |
| Account Profile Reports | Video | Host | | | | |
| | | Participant | | | | |
| Attend Live Training Video Tutorials Knowledge Base | Audio | Telephone Computer Audio Both Dial from United States of America Edit | | | | |
| | Meeting Options | Enable join before host Mute participants upon entry | | | | 0 |

g. Scroll down and click "Save."

| zoom | SOLUTIONS ¥ | PLANS & PRICING | CONTACT SALES | Did form United States of America - Edit | SCHEDULE A MEETING | JOIN A MEETING | HOST A MEETING ¥ | |
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| | | | | Mute participants upon entry | | | | |
| | | | | Only authenticated users can join | | | | |
| | | | | Breakout Room pre-assign | | | | |
| | | | | Record the meeting automatically | | | | |
| | | Alter | mative Hosts | Example: mary@company.com, peter@school.edu | | | | |
| | | | - | Save | | | | |

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