

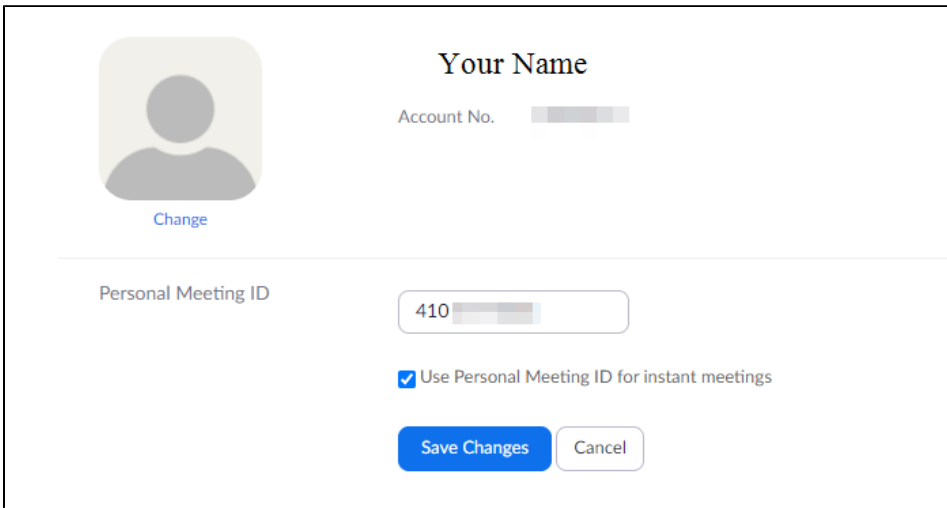
# Changing your Personal Meeting ID and Personal Meeting Room Settings in Zoom

A personal meeting ID (PMI) is a dedicated 10 digit number which is assigned to each Zoom account. Your Personal Meeting Room is a virtual meeting room permanently reserved for you that you can access with your Personal Meeting ID (PMI). Changing your PMI to your office number will allow others to easily reach you during open hours.

To change you PMI log into <https://salisbury.zoom.us/> with your SU email address and password.

Under your **Profile** in the section titled **Personal Meeting ID** select **Edit**.

Enter the number you would like to use for your PMI (preferably your office number).



The screenshot shows the Zoom profile page. At the top, there is a profile picture placeholder with a "Change" link below it. To the right of the profile picture is the text "Your Name" and "Account No." followed by a greyed-out field. Below this is the "Personal Meeting ID" section, which contains a text input field with the number "410" and a "Use Personal Meeting ID for instant meetings" checkbox that is checked. At the bottom of this section are two buttons: "Save Changes" and "Cancel".

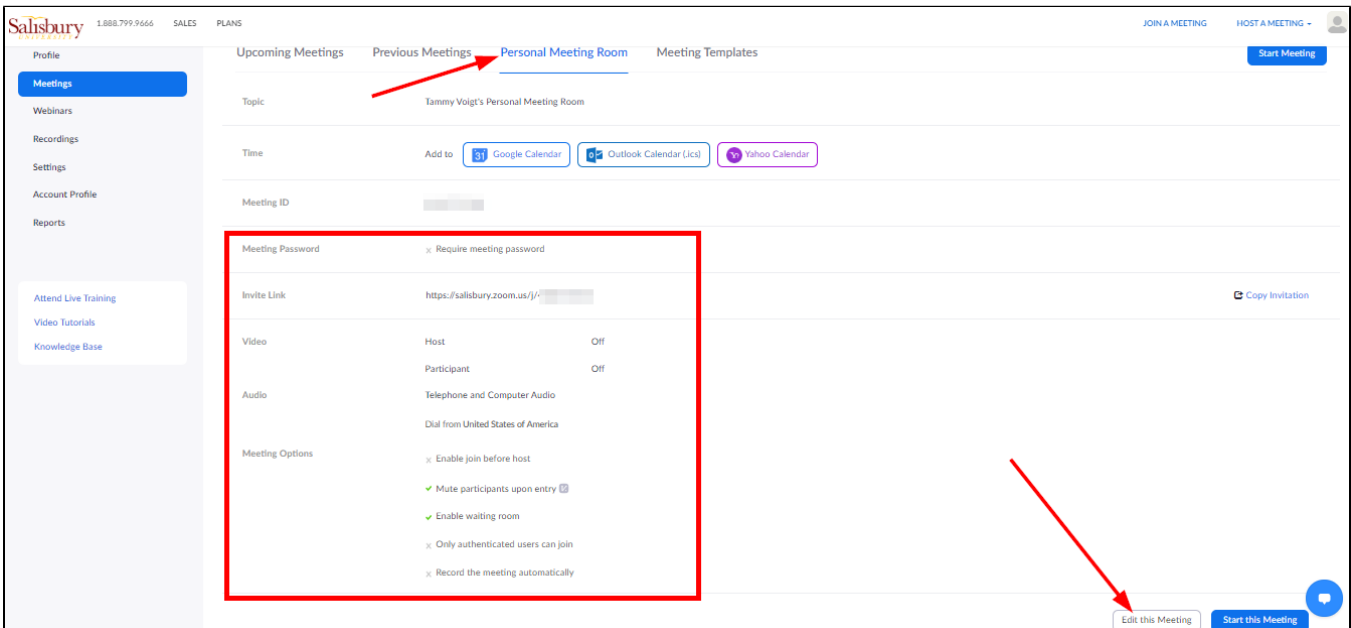
Be sure to **check** the box titled "Use Personal Meeting ID for instant meetings".

Click **Save Changes**.

To change the settings for your Personal Meeting Room select **Meetings** from the column on the left.

Choose **Personal Meeting Room** from the list of meeting types then select **Edit** to change the settings.

From here you can change the settings of your Personal Meeting Room to your preferences including requiring a password, enabling join before host, or enabling the waiting room feature.



The screenshot shows the Zoom Personal Meeting Room settings page. The left sidebar has a "Meetings" menu item highlighted. The main content area shows the "Personal Meeting Room" settings. A red arrow points to the "Personal Meeting Room" tab. Below the tab, there are sections for "Topic" (Tammy Voigt's Personal Meeting Room), "Time" (with "Add to" buttons for Google Calendar, Outlook Calendar (.ICS), and Yahoo Calendar), and "Meeting ID" (greyed out). A red box highlights the "Meeting Password" section, which includes "Require meeting password" (checked), "Invite Link" (https://salisbury.zoom.us/j/...), "Video" settings (Host: Off, Participant: Off), "Audio" settings (Telephone and Computer Audio, Dial from United States of America), and "Meeting Options" (Enable join before host: checked, Mute participants upon entry: checked, Enable waiting room: checked, Only authenticated users can join: unchecked, Record the meeting automatically: unchecked). A red arrow points to the "Edit this Meeting" button at the bottom right.

Click **Save** once you have made changes.

