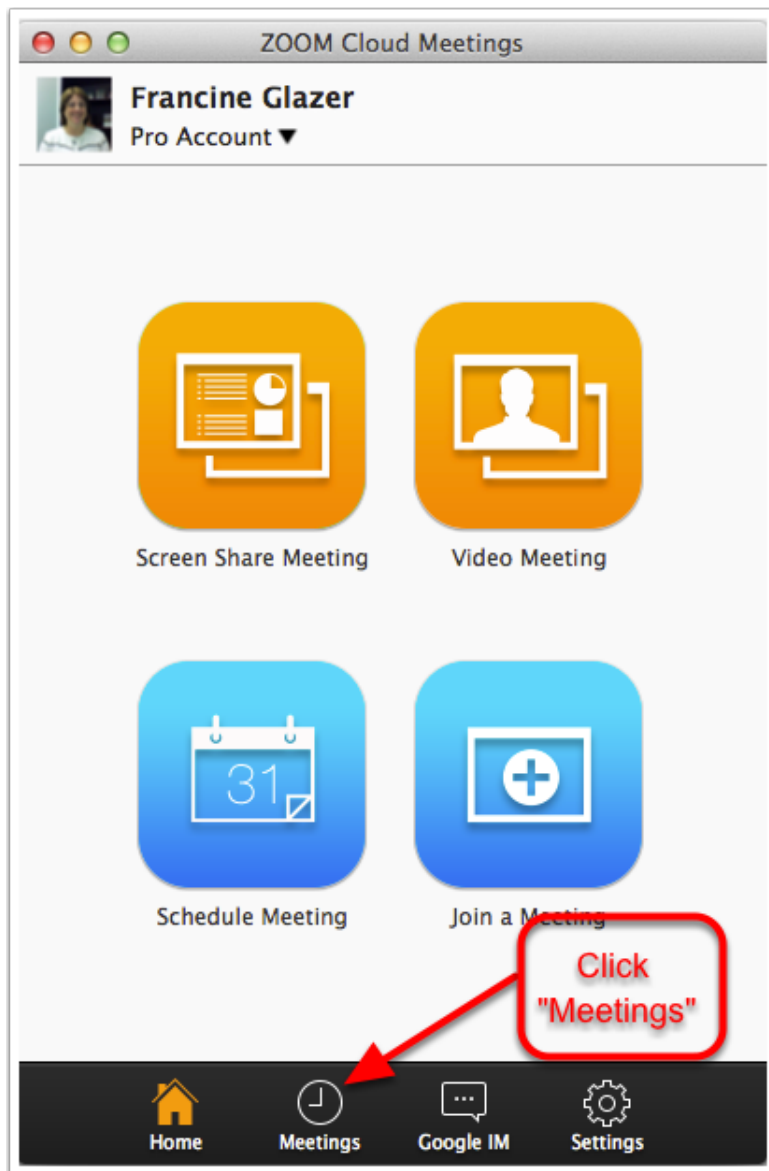


Set your personal meeting ID in Zoom

Open Zoom and log in through Google Apps

Once you are logged in, click "Meetings" at the bottom of the window.

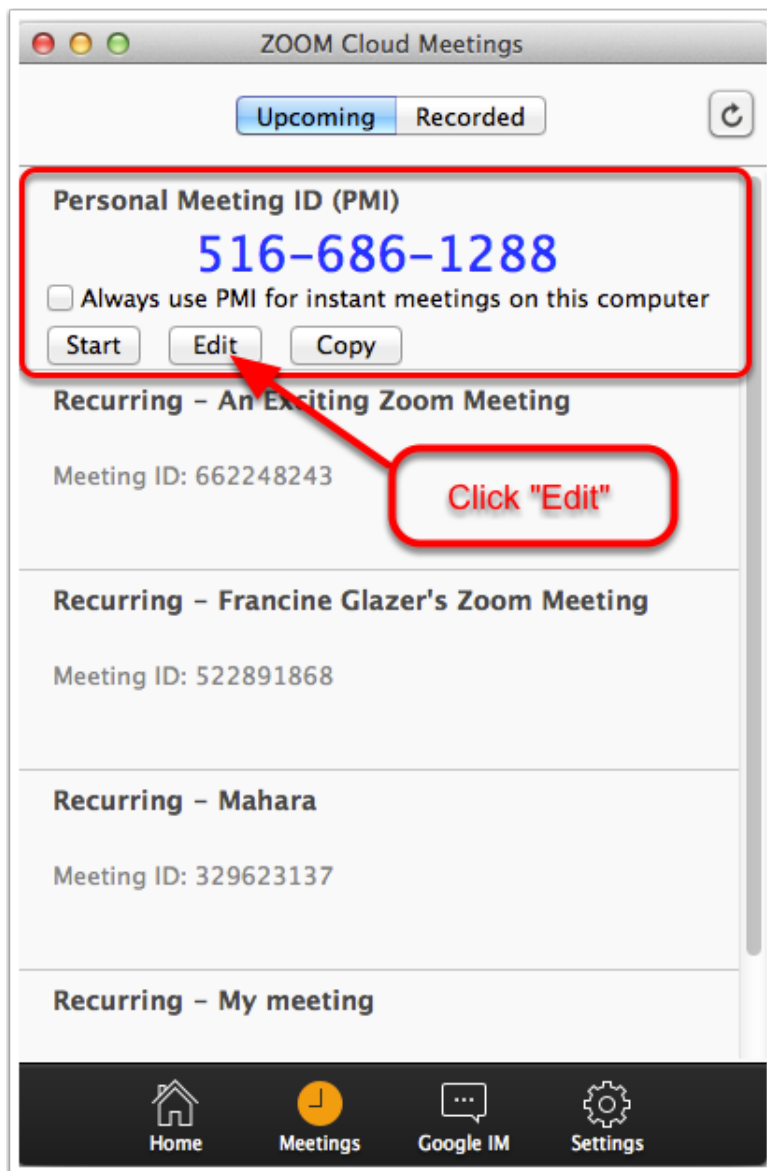


Set your personal meeting ID in Zoom

Edit your Personal Meeting ID

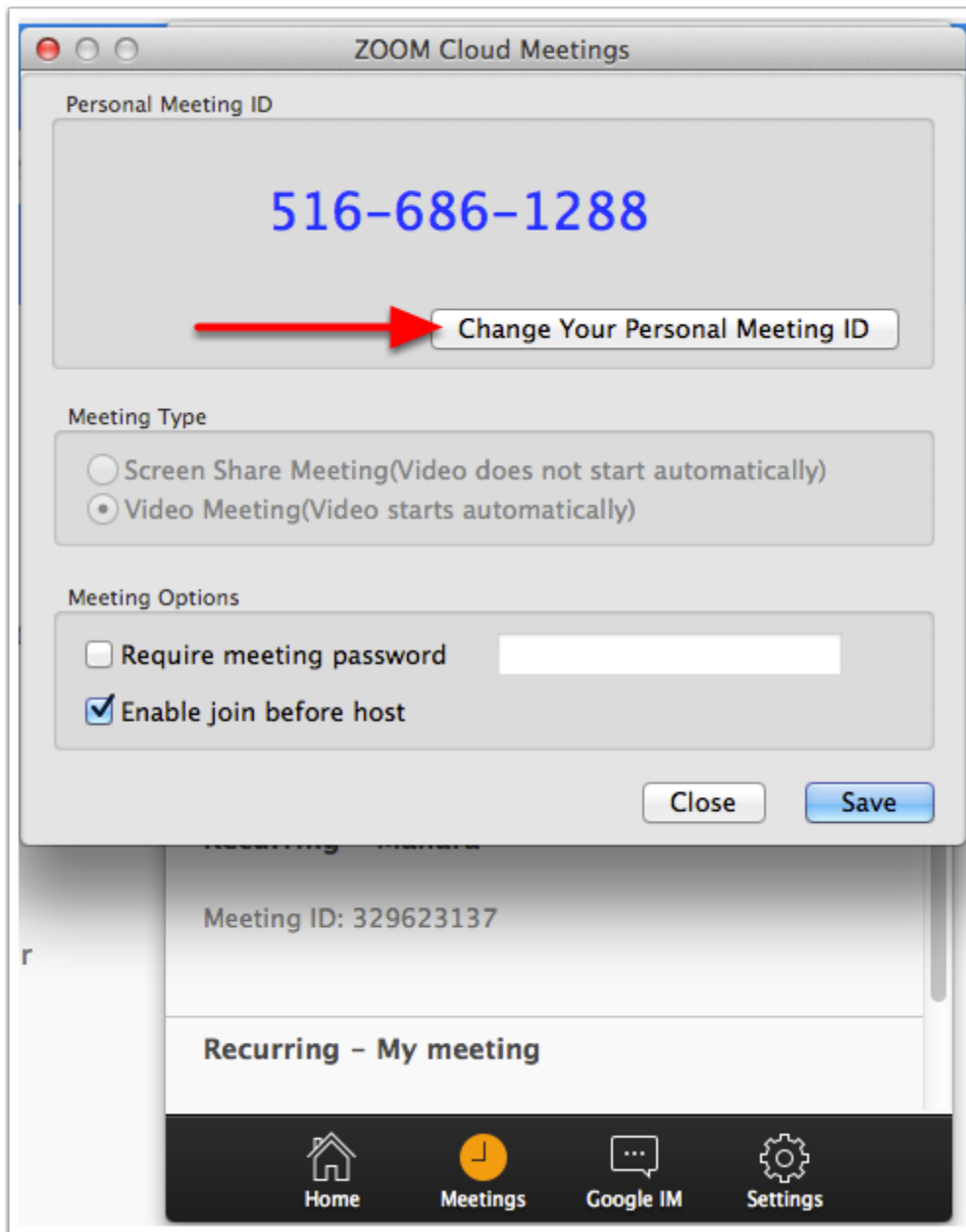
Your Personal Meeting ID (PMI) is displayed at the top of the window.

Click "Edit" to change the number.



Set your personal meeting ID in Zoom

Click "Change Your Personal Meeting ID"

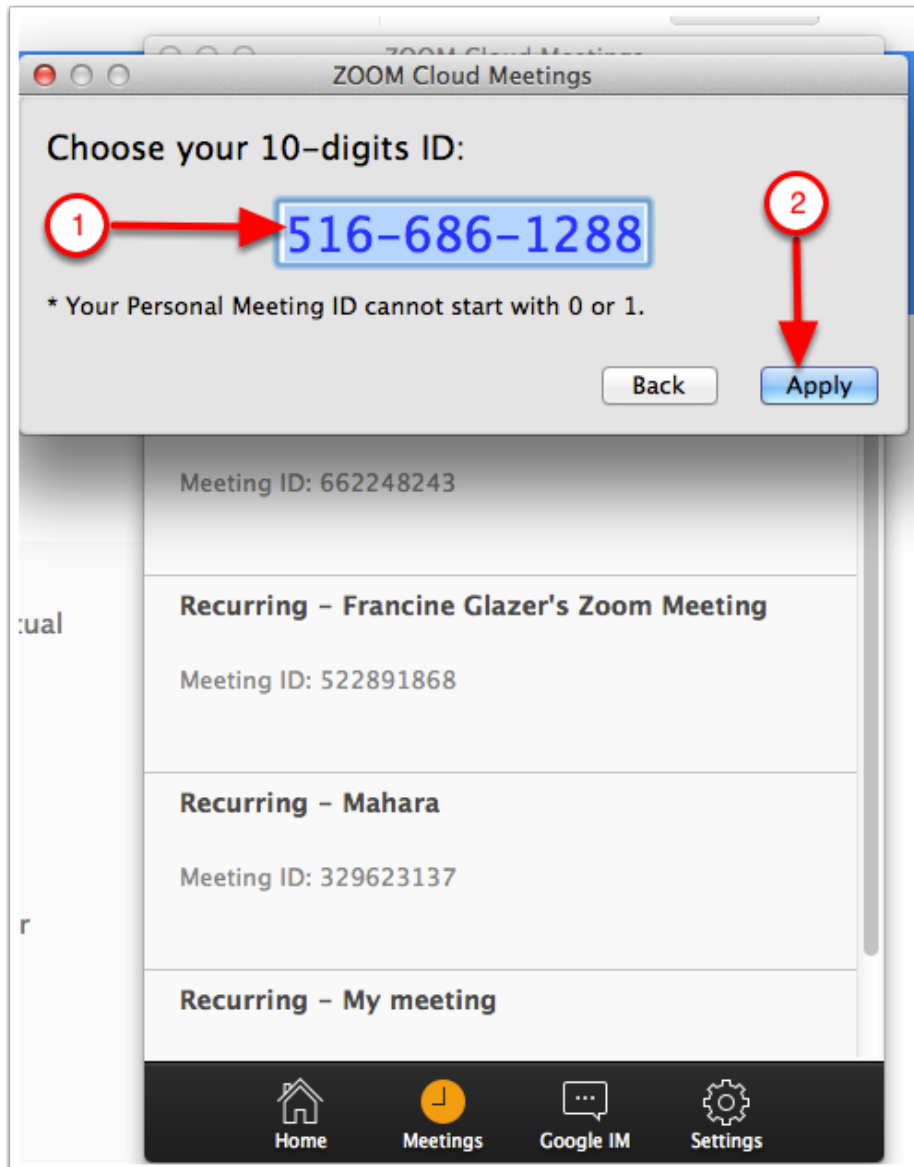


Set your personal meeting ID in Zoom

Change your Personal Meeting ID

You may want to change the Personal Meeting ID to match your office phone number.

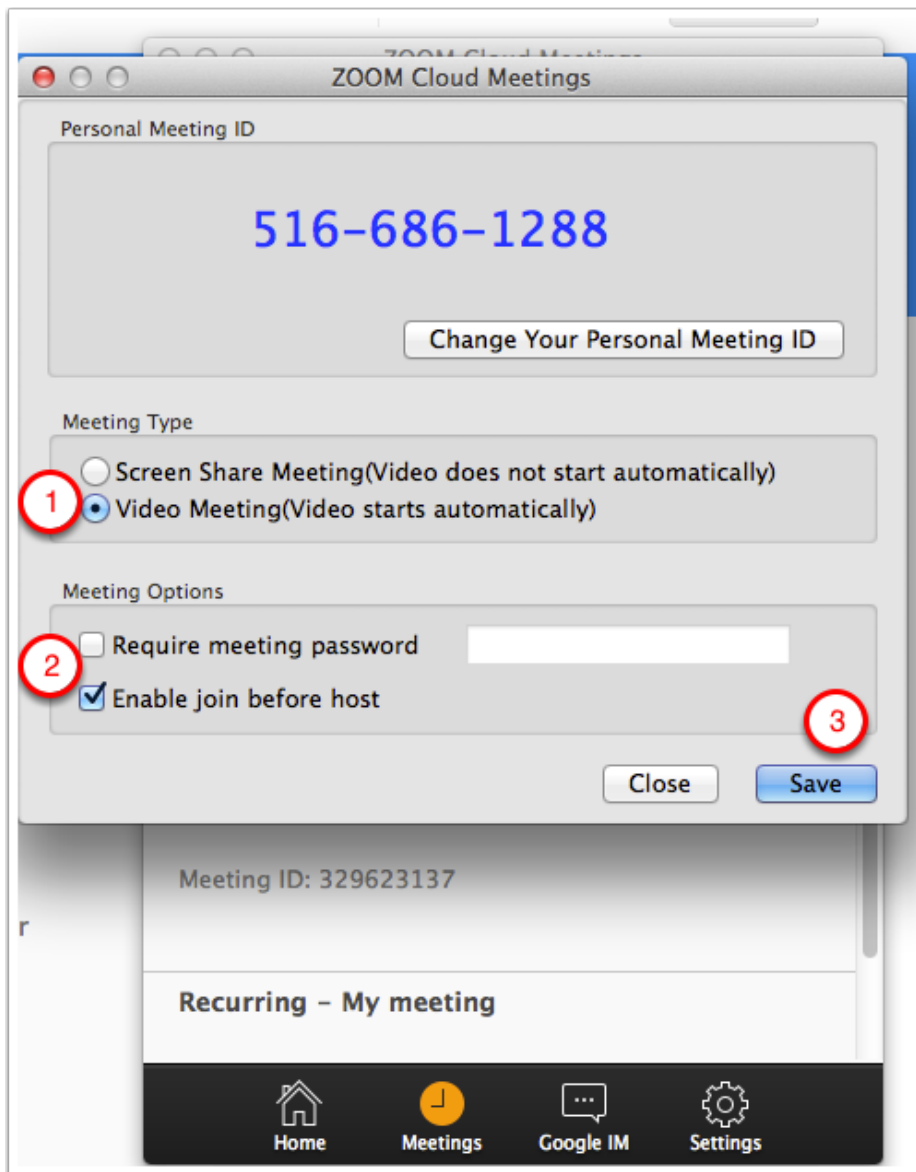
- 1, Type in the desired number.
2. Click "Apply."



Set your personal meeting ID in Zoom

Set additional options and save

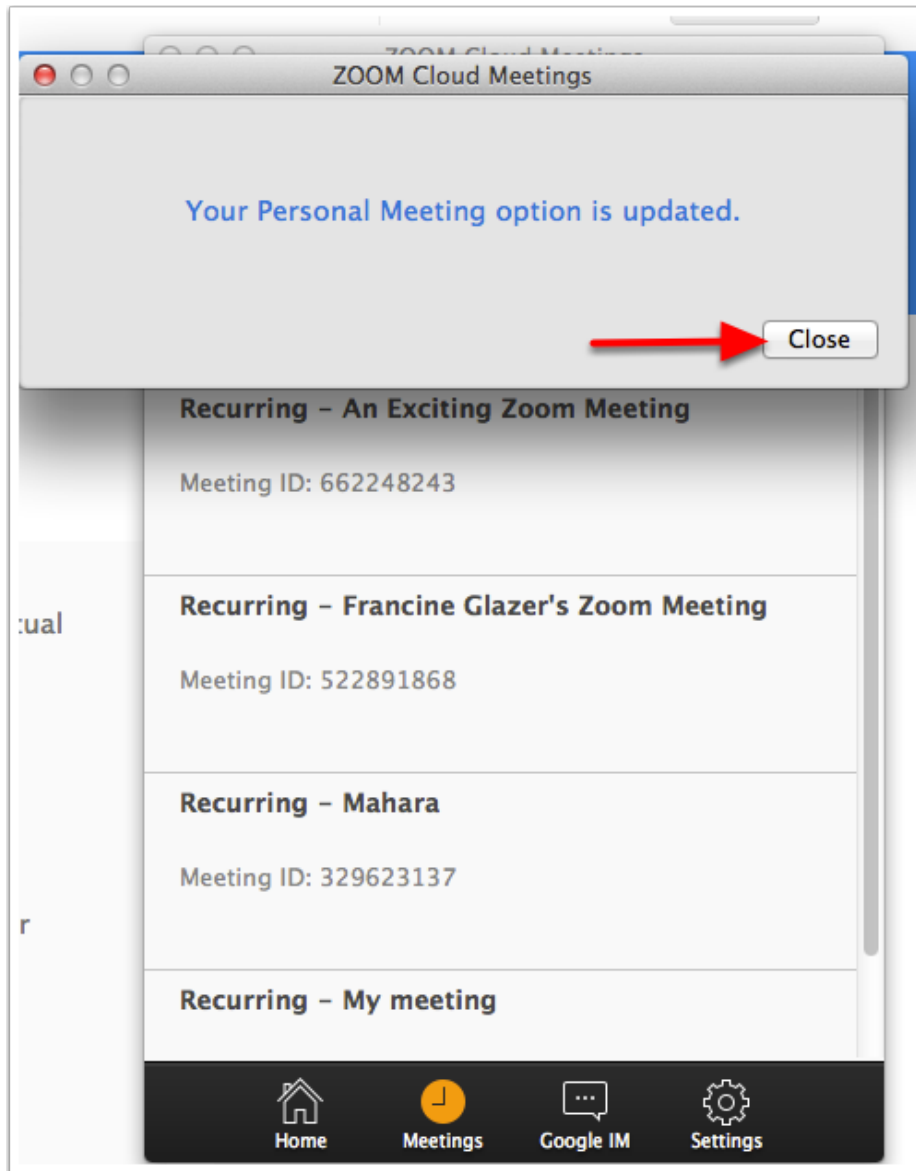
1. It's best to start with a Video meeting. You can easily share a screen from within Zoom during the meeting.
2. You have the option of requiring a password to enter the meeting. If you "Enable join before host" your attendees can enter the meeting space before you. An email will alert you that they are in the meeting room
3. Click "Save."



Set your personal meeting ID in Zoom

Success!

Close the confirmation window.



Set your personal meeting ID in Zoom

Set Zoom to start meetings with your Personal Meeting ID

