

CUSTOMIZING PERSONAL MEETING ID

For ad hoc meetings or informal video chats, you may want to customize your Personal Meeting ID. Individuals can type this number into Zoom to link directly to your personal meeting room. As a best practice, some people prefer to edit their Personal Meeting ID to make it the same as their primary work phone number.

Please Note:

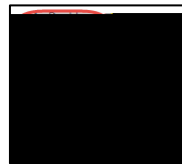
If you are communicating with students or hosting a virtual class, then use the Generated Meeting ID and a password to avoid unwanted participants instead of your Personal Meeting ID.

1. Click your initials on the menu bar

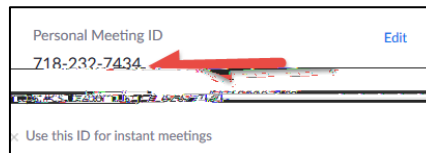


2. From the menu, click My Profile

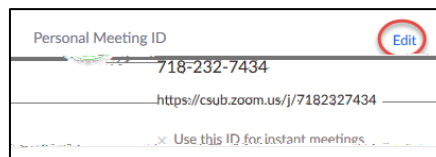
Your profile will open in your default web browser.



3. Under the Personal Meeting ID section, you will see your Personal Meeting ID and your Personal Meeting ID link (*below your Personal Meeting ID*)



4. Click Edit

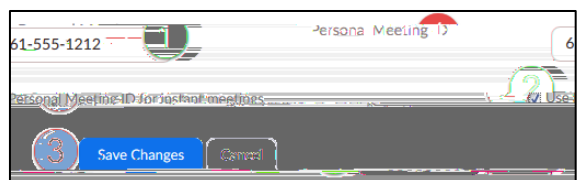


5. Perform the following steps:

In the box, enter your phone number (it will automatically add the dashes)

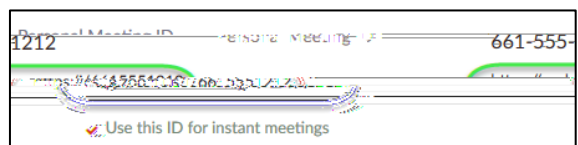
Check Use Personal Meeting ID for instant meetings

Click Save Changes



6. Your changes will show.

You can copy and paste the link in your emails or other documents.



For more information, please visit [CSUB Zoom](#)