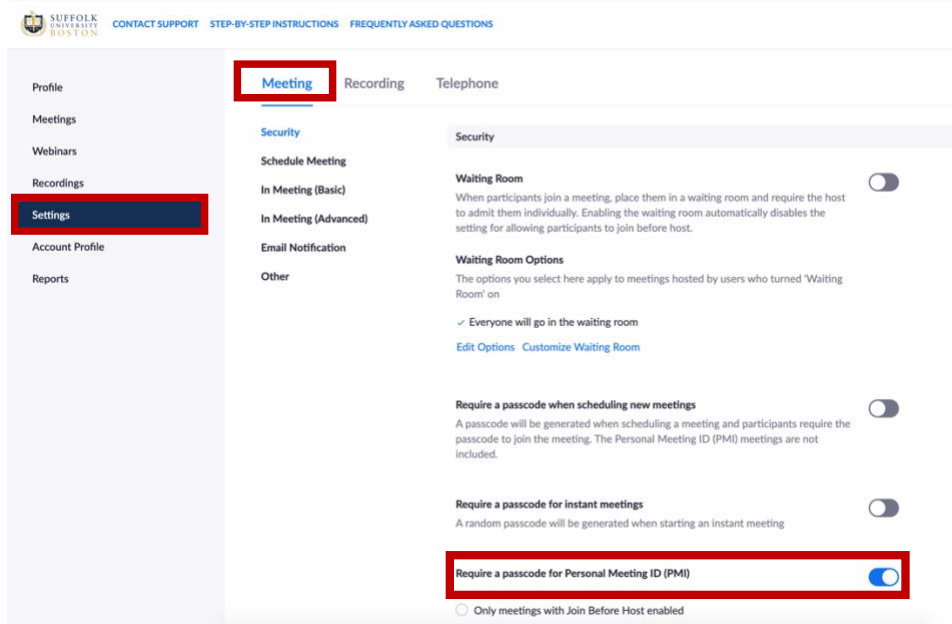


Cheat Sheet Personal Meeting Room

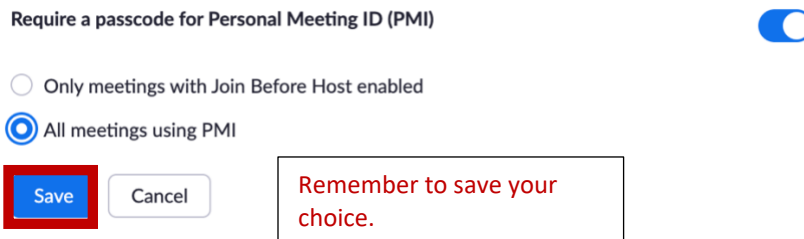
- Your Personal Meeting Room is a Zoom meeting with an ID and link unique to you that never changes and is always open.
- You can start a meeting with it instantly **OR** you can schedule a meeting using it.
- Because the meeting ID and link never change, it should not be used for back-to-back meetings, with people you do not meet regularly or for your classes.
 - Once a participant has the link or meeting ID to your Personal Meeting Room, they can join at any time unless you have a waiting room enabled.
 - You can enable and disable the waiting room at any time for your Personal Meeting Room.
 - You can also require a password for your Personal Meeting Room.

Enabling a Password for Your Personal Meeting Room

- Go to <http://www.suffolk.zoom.us>
- Choose **Settings** from the menu on the left.



- Scroll to **Require a Passcode for Personal Meeting ID (PMI)**. Blue means the toggle is selected, and the option is on.
- You may choose to require a password for all Personal Meeting Room meetings.



Finding Your Personal Meeting Room ID and Link

- Go to <http://www.suffolk.zoom.us>
- Choose **Profile** from the menu on the left.

SUFFOLK UNIVERSITY BOSTON CONTACT SUPPORT STEP-BY-STEP INSTRUCTIONS FREQUENTLY ASKED QUESTIONS

Profile

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

AnnaKatherine Wherren
AnnaKatherine Wherren
Account No. 767245

Change Delete

Personal Meeting ID

*** ** *552 Show

https://suffolk.zoom.us/j/*****552 Show

× Use this ID for instant meetings

Not set yet.

awh***@suffolk.edu Show

Linked accounts: [icon]

License Type Licensed ⓘ

Meeting 300 participants ⓘ

Language English

Date and Time

Time Zone (GMT-5:00) Eastern Time (US and Canada)

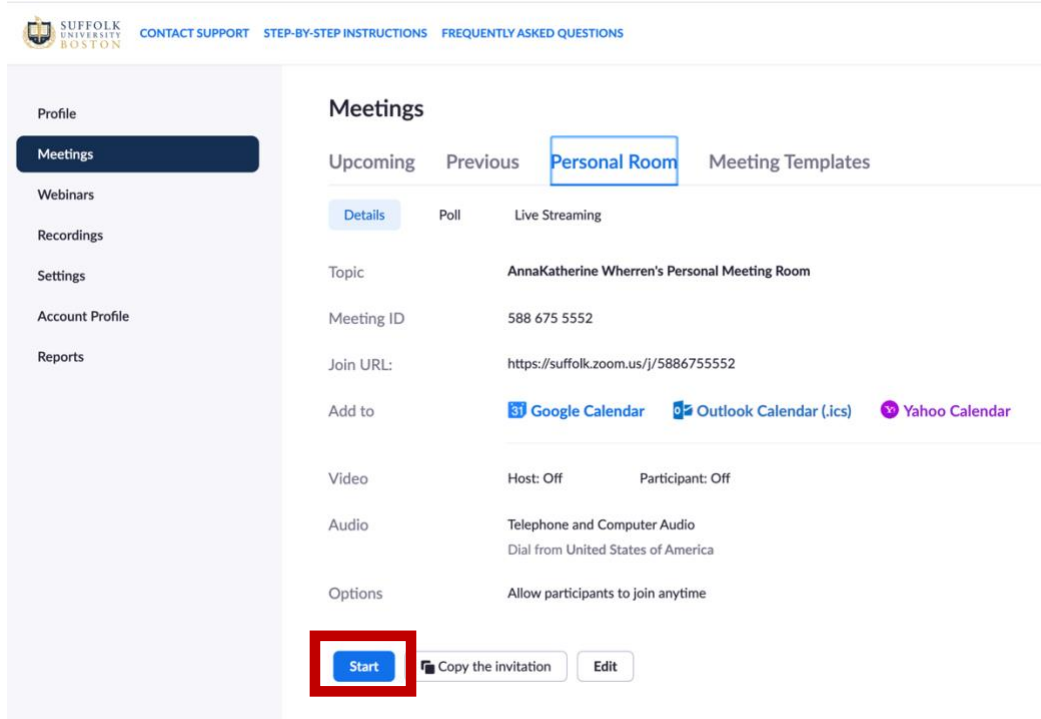
Date Format mm/dd/yyyy Example: 08/15/2011

This is your Personal Meeting ID. Clicking “Show” will reveal the rest of the digits.

This is your Personal Meeting Link. Clicking “Show” will reveal the rest of the link.

Using Your Personal Meeting Room

- To start a meeting with your Personal Meeting Room, select **Meetings** from the menu on the left.
- Select the **Personal Room** tab:



- To enable a Waiting Room while in your Personal Meeting Room, open the **Participants** panel (**note:** in this screenshot, the **Chat** panel is open as well):

