

Personalize your Zoom Personal Meeting ID (PMI)

If you have a Zoom account and host Zoom meetings, you probably use your always-available Zoom Personal Meeting ID (PMI). But, it's easy to personalize it to your 10-digit office phone number to make it easy for you and your colleagues to remember.

To get started, open your web browser and navigate to your Zoom profile page at ucop.zoom.us/profile. Sign-in, if prompted, and follow these three easy steps:

STEP 1: Click the **Edit** link next to the **Personal Meeting ID** section of your Zoom profile

STEP 2: Enter your 10-digit office phone number

*Tip: While you're there; check the **Use Personal Meeting ID for instant meetings** checkbox. That way Zoom will not randomly generate a new meeting ID for instant meetings.*

STEP 3: Click **Save Changes**

The image shows a screenshot of a web browser displaying the Zoom profile page. The address bar shows the URL <https://ucop.zoom.us/profile>, which is circled in red. The page title is "My Profile - Zoom". The main content area shows the "Personal Meeting ID" section with the current ID "999-999-999" and the URL "https://UCOP.zoom.us/j/999999999". A red arrow labeled "STEP 1" points to the "Edit" link next to the "Personal Meeting ID" section. Below this, a red box highlights the "Personal Meeting ID" section with a red arrow pointing to the "Edit" link. A second red box highlights the "Personal Meeting ID" section with a red arrow pointing to the "Save Changes" button. The "Save Changes" button is highlighted in blue.

If you've sent calendar invitations for any future dates that specify your original randomly-generated Zoom Personal Meeting ID be sure to update them with your new personalized PMI.

For other helpful information please check-out the Zoom FAQ at:

<https://www.ucop.edu/common/documents/zoom-faq.pdf>