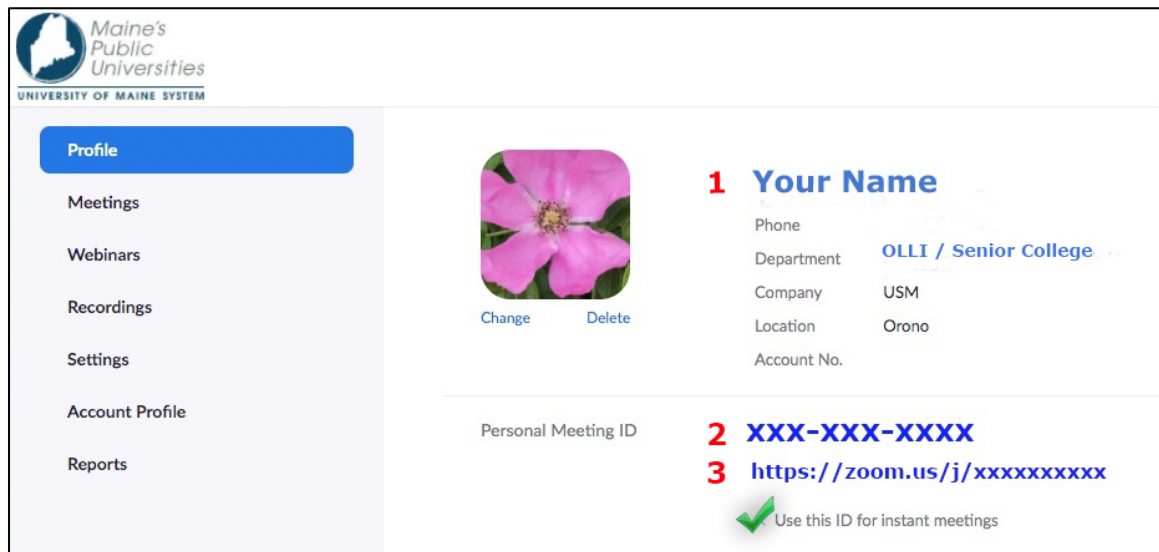
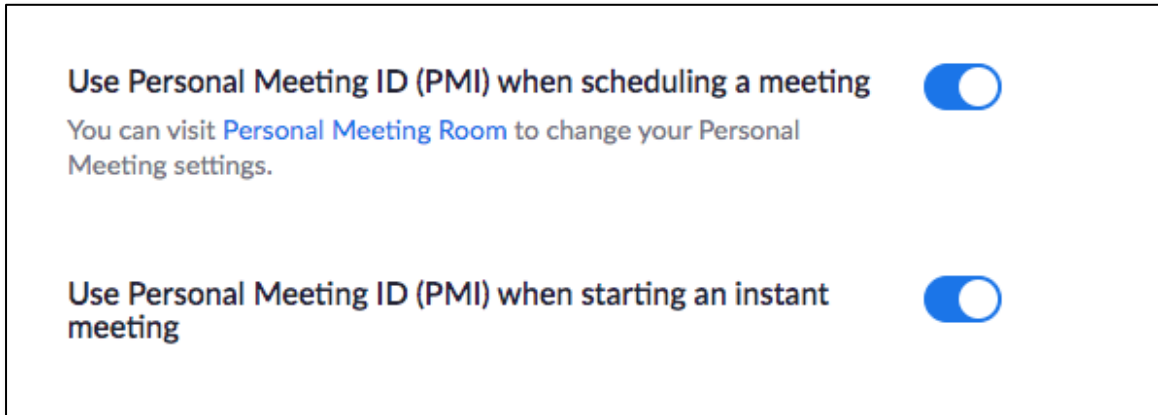


Check Your Personal Zoom ID number!

1. Access your Zoom Account
2. Quick route to your USM Zoom account:
<https://maine.zoom.us/profile>
3. If you are not already logged into your maine.edu account you will be asked for your name and password.
4. Once you are in your account open up your "Profile." It will look something like the image below.



5. **We recommend that you use your Personal Meeting ID# for Instant meetings.**
(First time Zoom users find Instant Meetings confusing as this option uses randomly generated meeting room numbers. You must indicate that you want to use your own PMI#)
6. Go into **Settings** to set up your Instant Meeting ID#.
7. Locate "Use Personal Meeting ID (PMI) when scheduling a meeting."



8. Set the options by sliding the button to the right.
9. Do the same for Instant Meetings.

Please note.

Recurring meetings never use your Personal Meeting ID#