

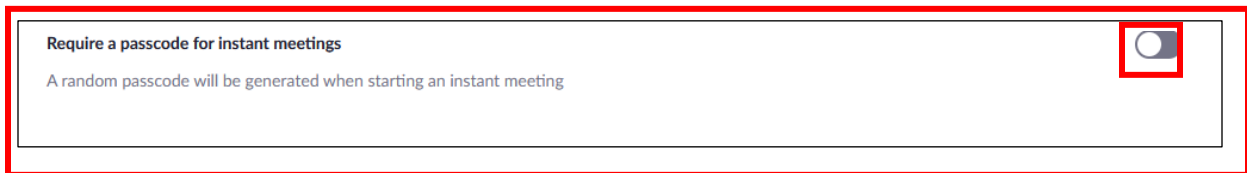


Overview: Your Personal Meeting Room is a virtual meeting room permanently reserved for you that you can access with your Personal Meeting ID (PMI) or personal link, if applicable. You can start instant meetings with your PMI, or you can schedule a meeting that uses your PMI. Adding a password to your PMI can help secure your meetings. You can add a password to the PMI by following the directions below

1. Log onto zoom at ubalt.zoom.us
2. Click on settings on the left side



3. Click on the option to require a passcode of instant meetings



4. Once you start a PMI meeting you can find your passcode by click on the green check mark at the top left of the screen



5. Once you click on the green check mark the passcode will be under the section of passcode

Please reach out to AV@ubalt.edu or call 410-837-6262 (option 3) with any questions