

## Personal Meeting ID (PMI)

### What is a Personal Meeting ID?

The Personal Meeting ID (PMI) is an always-on meeting number that is unique to your account. It is best to share with people you meet with frequently, so they have a permanent link that they can use to connect with you. However, be aware that if you are already in a meeting using your PMI, anyone with your PMI can join at any time (to control who joins, see “[Enable a Waiting Room](#)” below), so it is best to share it with only a few people you trust.

### View, Edit, and Customize your PMI:

1. Log in to <http://pshealth.zoom.us/> to see your Profile page.
2. Under your account name, the next entry is your ten-digit PMI. You can share the PMI or the link immediately below it.
  - a. *You can edit your PMI, but there are several rules regarding the numbers that can be used for a PMI. Reference this Zoom article here: <https://support.zoom.us/hc/en-us/articles/201362843-What-is-Personal-Meeting-ID-PMI-and-Personal-Link->*

### Create a Meeting with your PMI:

1. Log in to <http://pshealth.zoom.us/>, and click “Edit” next to your PMI.
2. Check the box next to “Use this ID for instant meetings”, and then “Save Changes”.
  - a. *Now your PMI will be used by default for instant meetings you host, but not for scheduled meetings.*
3. To start a meeting, click “Host a Meeting” in the top-right corner, with your preferred selection for video on/off.
4. Invite your colleague by copying and sending them the link to your personal meeting room. They can click the link and enter your meeting room.

### Enable a Waiting Room:

A waiting room automatically notifies the meeting host when a new participant has joined a meeting, and the host can choose whether to admit that person into the meeting or have them wait to join. This can prevent people from joining your meeting until you are ready. To set this up:

1. Log in to <http://pshealth.zoom.us/> and click “Settings” in the left menu bar.
2. Scroll down to “Waiting room” and toggle the switch next to it. Ensure that “All participants” is left selected.