CUSTOMIZING YOUR PERSONAL LINK

Your Personal Link allows you to create a URL that points to your personal meeting room. It works similar to your Personal Meeting ID. The primary difference is that you have more control over how the link looks. You can think of it as a vanity URL.

Personal links must:

- Be unique and cannot be used by other Zoom account
- Be at least 5 characters and no more than 40 characters
- Start with a letter and can only contain letters, numbers and periods (.)
- Be something other than your name

Please Note:

If you are communicating with students or hosting a virtual class, then use the Generated Meeting ID and a password to avoid unwanted participants instead of your Personal Meeting ID.

1.	Click your initials on the menu bar	Home Chat Mertings Contacts
2.	From the menu, click My Profile	Help
	Your profile will open in your default web browser.	Check for Updates About Zoom Switch to Portrait View
3.	Under the Personal Link section, you will see your Personal Link	Personal Link <u>Customizë</u> Not set yet.
4.	Click Customize	Personal Link Not set yet.
5.	Perform the following steps:	
	• In the box, enter your text	Personal Link is an alias of your personal meeting URL https://csub.zoom.us/j/
	Your Personal link must:	It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods ("").
	 Be unique and cannot be used by other Zoom account 	Save Changes Cancel
	 Be at least 5 characters and no more than 40 characters 	
	 Start with a letter and can only contain letters, numbers and periods (.) 	
	Be something other than your name Click Sovie Changes	
	Click Save Changes	

Zoom-CustomizingPersonalLink.docx Last Updated: 4/8/2020 by Dr. Tammara Sherman

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0. 1 }	Your changes will show. You can copy and paste the link in your emails or other	Personal Link	\rightarrow	https://csub.zoom.us/my/georgewashington
d	locuments.			

For more information, please visit the $\underline{\text{CSUB Zoom How-To}}$ or $\underline{\text{CSUB Zoom}}$ pages.