

Setting up Your Zoom Personal Room

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Starting July 19th, Zoom will require that all meetings have a Passcode or a Waiting Room enabled. For more information, see:

- [FAQ Meetings Waiting Room and Passcode Requirements for Paid Accounts, July 2020](#)
- [Enable a Waiting Room for Zoom Meetings](#)
- [Setting a Passcode for a Zoom Meeting](#)

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Overview

Your Zoom personal room is a meeting that always exists with the same meeting ID. You can assign it a personalized link that's easy to remember, and send it to anybody you'd like to meet with regularly. There are, however, reasons to take care with your personal link. Anybody who has it can access your personal room at any time unless you tighten up your security settings. To learn more, see: [Zoom personal room ID](#) (Youtube) or continue below.

Set a Personal Room Link

You can create a personal link that's easy to remember for your Zoom personal room, but be careful not to make it too easy to guess. Zoombombing, when unwelcome guests visit your meeting and share annoying or offensive content, is more likely to happen if your personal link is guessable.

1. Go to <https://mit.zoom.us/profile>
2. If prompted, authenticate via [Touchstone Authentication](#).
3. Click "Customize"

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Heather [Profile Picture] [Edit](#)

Heather [Redacted]

Phone +1 [Redacted]

Department Information Systems & Technology

Job Title Learning & Development Analyst

Company MIT

Location W92 [Redacted]

Account No. 158764

Personal Meeting ID 617 [Redacted] [Edit](#)

<https://mit.zoom.us/j/617>

× Use this ID for instant meetings

Personal Link Not set yet. [Customize](#)

Sign-In Email [Redacted]@mit.edu

Linked accounts: [Redacted]

User Type Licensed

4. Enter your desired personal link and click **Save Changes**.

Personal Link

<https://mit.zoom.us/my/>

Personal Link is an alias of your personal meeting URL <https://mit.zoom.us/j/617>

It must be 5 to 40 characters.

It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods ("").

[Save Changes](#) [Cancel](#)

Result: Your personal link is created, and you can send it to anybody you want to meet with in your personal room. You can also go back to your [profile](#) page to change the link at any time.

Secure Your Personal Room

You can also reduce your risk of Zoombombing through your settings. Two security settings that can reduce the risk even if somebody guesses your personal link are:

- **Only authenticated users can join meetings** - This requires attendees to be logged in to a zoom account via MIT Touchstone to meet with you.
- **Waiting Room** - This holds attendees in a virtual waiting room until you admit them into your meeting room.

1. Go to your profile settings page at: <https://mit.zoom.us/profile/setting>
2. If prompted, authenticate via [Touchstone Authentication](#).
3. Turn on "Only authenticated users can join meetings" and "Waiting Room"


Only authenticated users can join meetings ☒

The participants need to authenticate prior to joining the meetings, hosts can choose one of the authentication methods when scheduling a meeting.

Meeting Authentication Options:


MIT Touchstone (Default) [Edit](#) Hide in the Selection


Waiting room

Attendees cannot join a meeting until a host admits them individually from the waiting room. If Waiting room is enabled, the option for attendees to join the meeting before the host arrives is automatically disabled. 

Choose which participants to place in the waiting room:

☒ All participants

☐ Guest participants only 

Customize the title, logo, and description 

Modified [Reset](#)

Result: By default your meetings will only allow users who have authenticated with MIT Touchstone and they will be put in a waiting room until you admit them to your meeting. You are now far less likely to be Zoombombed.

See Also

- [Using Personal Meeting ID \(PMI\)](#)
- [Zoom Landing Page](#)
- [Limiting Access and Reducing Disruptive Behavior in Zoom](#)