

Steps for using your Zoom Personal Meeting Room with Starfish

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Every Zoom user has a Personal Meeting Room that can be used to start meetings instantly without the need to schedule a meeting in O365. Your Zoom Personal Room has both a unique 10 digit code known as your Personal Meeting ID (PMI) and a Personal Meeting Link. Your PMI, and the associated PMI link, will not change. You can configure Starfish in order to share your PMI link when students schedule an online meeting to eliminate the need for sending an additional meeting invite.

The following instructions will explain how to configure your Zoom settings in order to securely use your Personal Meeting Room for advising appointments.

1. Log into your Zoom account using the [Single Sign On instructions](#).
2. The first time you log in, you will be prompted to set up your Zoom profile. See these [instructions](#)
3. Select **Settings** and follow the steps below to configure your settings.
Tip: try using CTRL + F (Command + F on a Mac) to find these settings in Zoom.
 - a. Turn On [Waiting Room](#).
 - i. Note: The PMI link will not change. Once a student has this link they will be able to use it at any time. It is important that you enable the waiting room feature to prevent students from entering your Personal Meeting Room without your permission..
 - b. Turn Off [Require a passcode for instant meetings](#).
 - c. Turn Off [Require a passcode for Personal Meeting ID \(PMI\)](#).
 - d. Turn Off [Allow participants to join before host](#)
 - e. Turn On [Enable Personal Meeting ID](#)
 - f. Turn On [Use Personal Meeting ID \(PMI\) when starting an instant meeting](#)
 - g. Turn On [When attendees join meeting before host](#)
4. Select **Meetings** from the left navigation menu and follow the steps below to update your passcode settings in an additional area
 - a. [Select the Personal Room tab in the center of your screen, and then select edit](#).
 - b. [Uncheck the passcode box](#)
 - c. **Make sure to Save** at the bottom of the page
5. **Note: These Zoom settings will impact every Zoom meeting that you host, including your Personal Meeting Room and your scheduled meetings.**

Once you have configured your Zoom settings, you're ready to update your Starfish account.

6. Create a new Online Location Type in Starfish. You can learn how to add or update location types using the instructions in this [document](#).
 - a. We suggest naming this new location type: Online-Zoom

- b. Include your Personal Meeting Link in the [Location Instructions](#).
 - i. Example: At your appointment time go to: <insert personal meeting link here>
 - ii. There is a 100 character limit for the location instructions.
- c. You can also include your Personal Meeting Link in your [instructions](#) when setting up your availability
 - i. **NOTE:** You can [find your PMI link](#) at Zoom.us under Profile. Make sure you are logged in using the [Single Sign On](#) method with the company domain “uwmadison”

When it is time to meet:

When a student joins your Personal Meeting Room they will be in a waiting room, and you can admit them when you are ready. You can see and admit students from the waiting room by opening up your participant panel. **Note: When you first enter your Personal Meeting Room it can take 10-20 seconds for the student in the waiting room to appear in your participant list.**

There are a few ways that you can start a meeting in your Personal Meeting Room.

1. You can begin a meeting in your Personal Meeting Room by simply clicking your PMI link. If you are not logged into Zoom, you will be prompted to do so before you can begin a meeting.
 - a. Tip: We recommend bookmarking your PMI link
2. **Desktop Client:** From the home page of the Zoom desktop client, select New Meeting and you will be brought to your personal room.
3. **Web Version:** If you log into zoom.us, select Meetings from the left side. Next, select the Personal Room, and click start meeting.
4. If you are not already in your Personal Room Zoom when a student joins, you will receive an email notifying you that the student is waiting. The email will contain a link that you can click to begin the meeting.

Additional Tips

Chat:

You have the ability to chat with students in Zoom and the chat will only be visible to them while they are in the meeting. You will see the full chat history with all students that you meet with in your Personal Room during a given session. Students will only be able to see what is entered in the chat after they join. If a new student joins your room, the previous chat will not be visible to them.

Saving Chat:

Students will have the ability to save the chat from the meeting. This [setting](#) is on by default. You will also be able to save the chat, and will be prompted to do so when you end the meeting. If you would like all chat to be automatically saved, you can edit this in your [settings](#). All chat

will be saved as a txt file. In order to save this in a more user friendly format, simply select all, copy and paste into the document of your choice.

Saving the Whiteboard:

Settings will automatically allow the host and participants the ability to share a whiteboard with each other. If you would like to allow this to be saved, you can edit this in your [settings](#).

File Sharing:

File Sharing is not on by default. If you would like to share files in the chat you will need to update your [settings](#). There is an option to limit the type and size of files that can be shared as well.

Screensharing:

[Settings](#) will automatically allow for hosts and participants to screenshare in a meeting. Zoom settings impact every meeting that you host, including your Personal Meeting Room and your scheduled meetings. If you would rather keep screensharing off by default, you can grant participants the ability to screenshare within the meeting. See these [instructions](#).

PMI Link vs. Personal Link:

In addition to the Personal Meeting ID Link, you also have a Personal Link. The PMI link and Personal Link will take students to the same place. The Personal Link allows for customization. You can learn more about the differences and how to customize this [here](#).