

USING YOUR ZOOM PMI

Dos & Don'ts and Best Practices

WHAT IS A PERSONAL MEETING ID (PMI)?

Definition:

Your Personal Meeting Room is a virtual meeting room, permanently reserved for you, that is accessible with your Personal Meeting ID (PMI). Both instant and scheduled meetings can be created using your PMI.



WHEN TO USE YOUR PMI



- Use your PMI with colleagues you meet with regularly or for ad hoc meetings
- Use your PMI when scheduling recurring meetings

WHEN NOT TO USE YOUR PMI



- Avoid using your PMI when hosting large or public meetings
- Avoid using your PMI for back-to-back meetings or with people you do not meet with regularly

PMI BEST PRACTICES



- Password protect your meetings
- 'Only authenticated users can join meetings'
- Only share your PMI with the participants you want to attend