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.
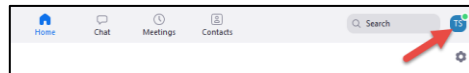
Personal links must:

- 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 (.)
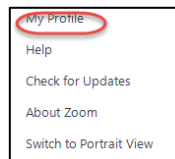- Be something other than your name

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.*

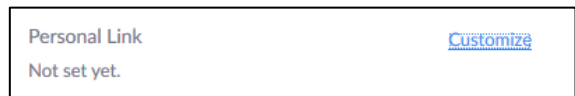1. Click your initials on the menu bar

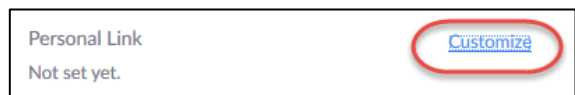2. From the menu, click My Profile

   Your profile will open in your default web browser.

3. Under the Personal Link section, you will see your Personal Link
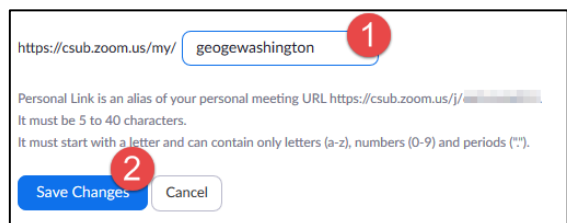

4. Click Customize

5. Perform the following steps:

   - In the box, enter your text

     Your Personal link must:

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       - *Be something other than your name*
   - Click Save Changes

6. Your changes will show.

   You can copy and paste the link in your emails or other documents.

For more information, please visit the [CSUB Zoom How-To](#) or [CSUB Zoom](#) pages.