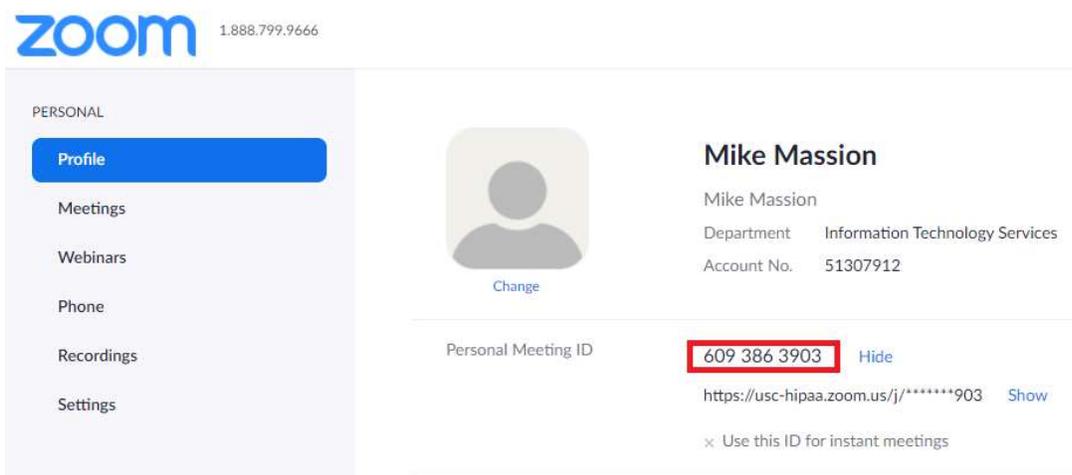
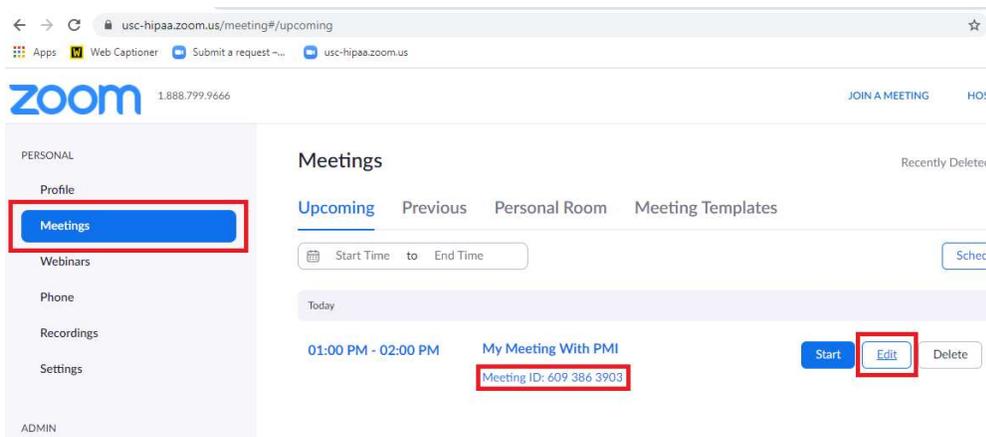


# Update Zoom meetings that are scheduled using a Personal meeting ID (PMI)

1. Sign into your USC HIPAA Zoom account at <https://usc-hipaa.zoom.us/profile>.
2. Write down your Personal Meeting ID (PMI).



3. Select **Meetings** on the left menu.



4. Look for any meetings scheduled using your PMI and select **Edit** on each of those meetings.

5. Change the **Meeting ID** from **Personal Meeting ID** to **Generate Automatically**.

Meeting ID  Generate Automatically  Personal Meeting ID

6. Click **Save** at the bottom of the screen to save you selection.

Alternative Hosts

Enter user name or email addresses

Save

Cancel

7. After you make this change, remember to update the meeting attendees and update your calendar.

|             |   |
|-------------|---|
| Time        | Mar 1, 2021 11:00 AM Pacific Time (US and Canada)   |
|             | Add to <input type="button" value="31 Google Calendar"/> <input type="button" value="Outlook Calendar (.ics)"/> <input type="button" value="Yahoo Calendar"/> |
| Meeting ID  | 957 2940 5852   |
| Security    | <input type="checkbox"/> Passcode <input checked="" type="checkbox"/> Waiting Room<br><input type="checkbox"/> Require authentication to join                 |
| Invite Link | <a href="https://usc-hipaa.zoom.us/j/95729405852">https://usc-hipaa.zoom.us/j/95729405852</a> <input type="button" value="Copy Invitation"/>                  |

