

How to Secure your Personal Meeting Room and Personal Link

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Article Content

Your Personal Meeting Room is a meeting room that is permanently reserved for you. With a URL link that never changes unless you choose to change it.

Below are steps to help to secure your Personal Meeting Room and Personal Link:

1. Open a browser and go to <https://asu.zoom.us> [.\(https://asu.zoom.us\)](https://asu.zoom.us).
2. Select **Meetings** from the left menu.



3. From the top menu select **Personal Meeting Room** .

Personal Meeting Room

4. To edit your Personal Meeting Room settings scroll to the bottom and select **Edit this Meeting** .



- You can enable a Password to be required to enter your Personal Meeting Room by selecting the check box.

Meeting Password

☐ Require meeting password

- Once you select the check box you will be provided with a text box to enter a password. You can change this as many times as you want.

Meeting Password

☒ Require meeting password

- To avoid someone from joining the meeting without you attending make sure that the checkbox next to **Enable join before host** is **unchecked** .

☐ **Enable join before host**

- To avoid someone from entering a meeting uninvited or controlling when someone enters you can enable the waiting room option. For more information on how the Waiting Room option works

see: <https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>
(<https://support.zoom.us/hc/en-us/articles/115000332726-Waiting-Room>).

☒ **Enable waiting room**

- You can enable " **Only authenticated users can join** " to force users to log into ASU Zoom. **NOTE:** This change is not available from Canvas Zoom integration. You will need to go to <https://asu.zoom.us> (<https://asu.zoom.us>) to make this change to your Personal Meeting Room and Zoom Meetings.

☒ **Only authenticated users can join: asu.edu**

*.asu.edu [Edit](#)

- To allow participants to still call in through phone make sure in the meeting settings your Audio is set to Telephone and Computer Audio. If you do not want them to call in then select Computer Audio.

Audio

☐ Telephone ☐ Computer Audio ☒ Telephone and Computer Audio ☐ 3rd Party Audio

Dial from United States of America [Edit](#)

- Once you are completed enabling all the settings you wish to secure your Personal Meeting Room be sure to select the **Save** button at the bottom.

Save

5. To turn off the email notification **"Your meeting attendees are waiting."** Select **Settings** from the menu on the left.

Settings

- Under the **Meeting** tab select **Email Notification** .

Email Notification

- To turn off the email notification make sure this setting **"When attendees join meeting before host"** has been toggled off.

When attendees join meeting before host

Notify host when participants join the meeting before them



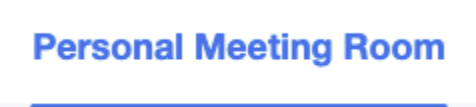
Some other settings to also consider setting on your Personal Meeting Room for a better experience:

How to set your meeting room to mute all participants upon entry:

- 1. Select **Meetings** from the left menu.



- 2. From the top menu select **Personal Meeting Room** .



- 3. To edit your Personal Meeting Room settings scroll to the bottom and select **Edit this Meeting** .



- 4. Check the box next to **"Mute participants upon entry"** .



- 5. Once you are completed enabling all the settings you wish pm your Personal Meeting Room be sure to select the **Save** button at the bottom.



To disable participants from being able to share their screen:

- 1. Select **Settings** from the menu on the left.



2. Under Meeting tab select In Meeting (Basic)

In Meeting (Basic)

3. To turn off screen sharing for participants make sure the **Screen Sharing** setting is set to **Host Only**.

Screen sharing

Allow host and participants to share their screen or content during meetings

Who can share?

☒ Host Only ☐ All Participants 

4. Once you are completed enabling all the settings you wish pm your Personal Meeting Room be sure to select the **Save** button.

Save

To turn off the chime when participants join and leave meeting:

1. Select **Settings** from the menu on the left.

Settings

2. Under **Meeting tab** select **In Meeting (Basic)**

In Meeting (Basic)

3. To turn off the chime sound make sure this setting " **Play sound when participants join or leave**" has been toggled off.

Play sound when participants join or leave

Play sound when participants join or leave



4. Once you are completed enabling all the settings you wish pm your Personal Meeting Room be sure to select the **Save** button at the bottom.

Save



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Last modified 4 days ago

Helpful?

100% found this useful

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