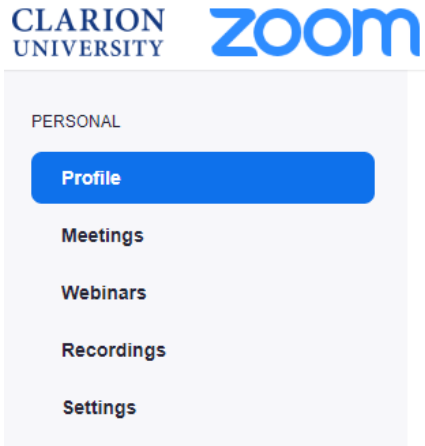
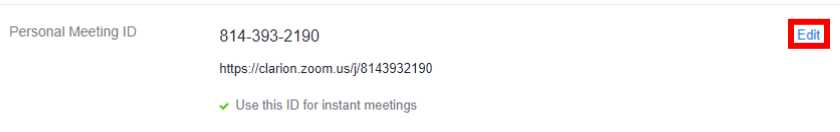


## Setting up your Personal Meeting ID

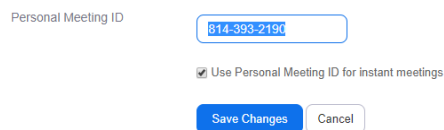
- Go to [clarion.zoom.us](https://clarion.zoom.us)
- Choose **Account Sign In**
- Select **Profile** on the left side of the screen



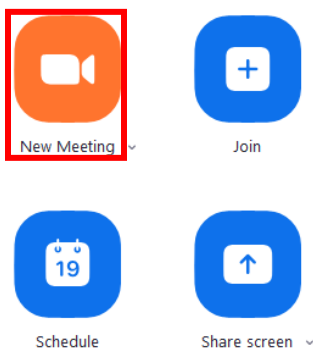
- Select **Edit** in the **Personal Meeting ID** section



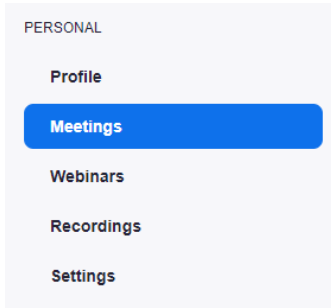
- Type in your office phone number



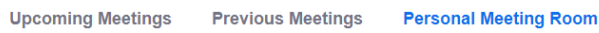
- Instant meetings are started when you select **New Meeting** in the Zoom desktop client. Checking this box is a personal preference.



- To edit the **Meeting Options** for your personal meeting
  - Choose **Meetings** on left side of the screen



- Select **Personal Meeting Room** at the top of the screen



- Scroll down and click **Edit this Meeting**

