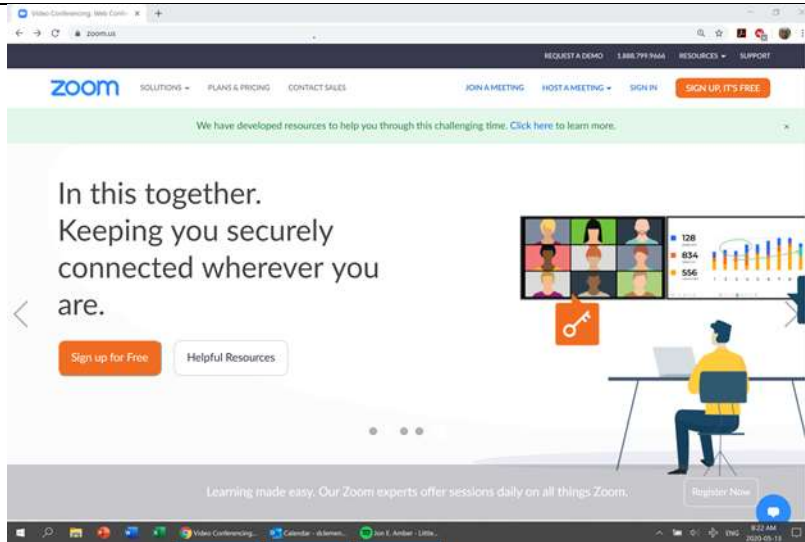


# ZOOM Account Settings

May 14 2020

1



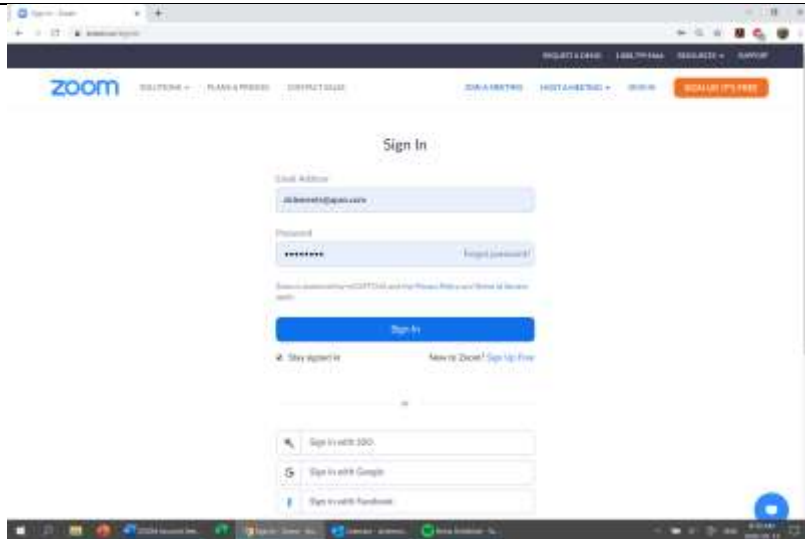
Visit [zoom.us](https://zoom.us)

In the top right corner, click on SIGN IN

or

If you are already signed in, click on ACCOUNT SETTINGS

2

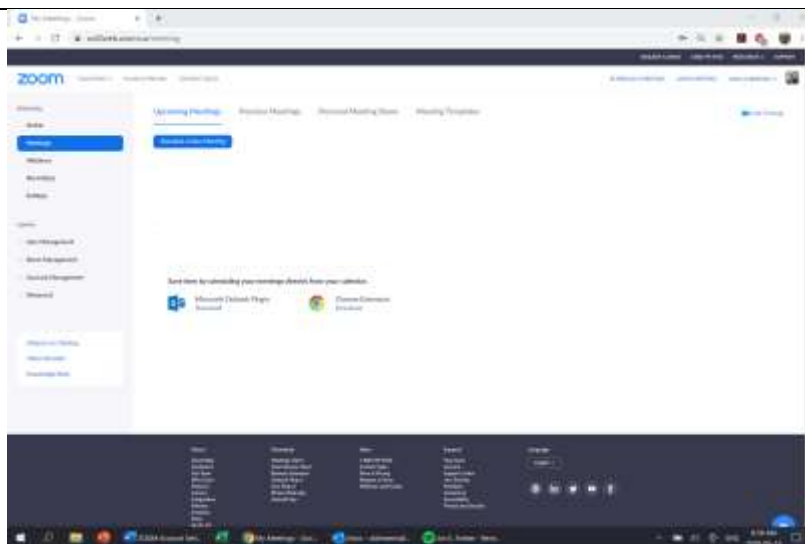


If you clicked on SIGN IN, enter your email address and password.

Make sure 'Stay Signed In' is checked, so ZOOM will remember your login info on future visits.

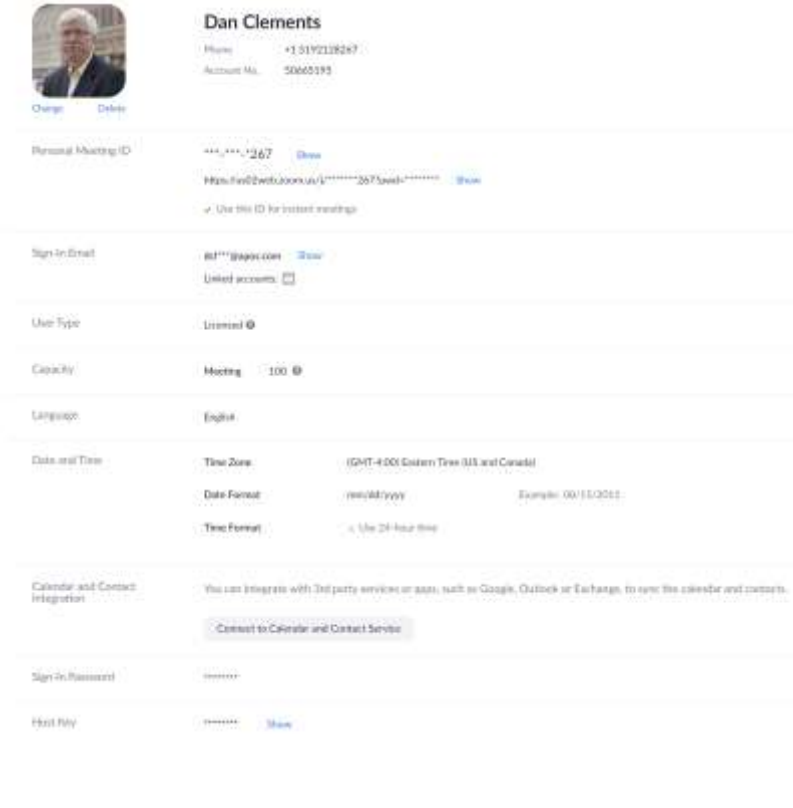

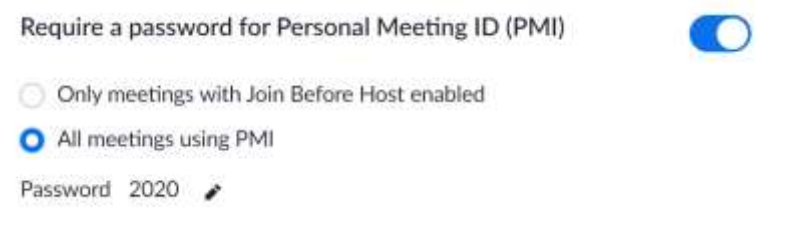
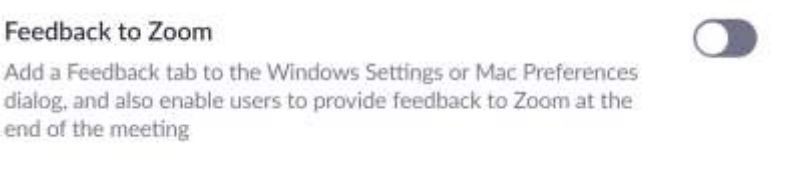
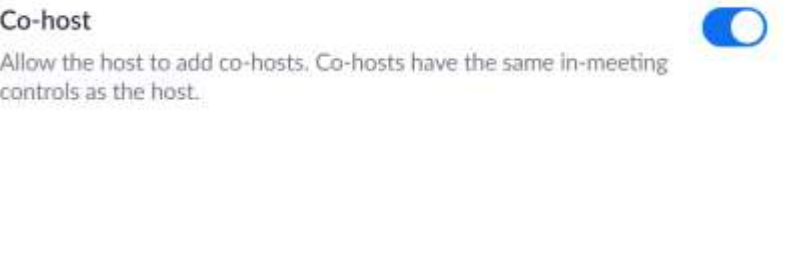
Click on **Sign In**





3



After logging in, the first page that appears is the Meetings page, it shows any future meetings that you have scheduled.

On the left-side menu of this page, click on **Profile**.

4		<p>Upload a personal picture that guests will see while waiting in your meeting waiting room. Any jpg, gif or png file smaller than <b>2M</b> can be uploaded and cropped to be your profile picture.</p> <p>Click on 'Edit' to the right of any information you wish to change on this page.</p> <p>Personal Meeting ID is assigned, for paid accounts it can be changed, to your cell number for example. Make sure that 'Use this ID for Instant Meetings' is checked.</p> <p>Date and Time should be set to Eastern Time (US and Canada)</p> <p>Click on <b>Settings</b> in the left menu</p>
5	<p>On the <b>Settings</b> screen, the default settings are fine, with a few exceptions. Scroll down through the list to find and consider changing the following settings.</p>	
6		<p>If this 'Modified Reset' text appears to the right of an item, this means that this setting has been changed from the default. To reset this item's setting to the default, click on Reset.</p>
7		<p>Select 'All meetings using PMI'</p> <p>Click on the pencil to the right of Password and set a simple password for use by participants you invite to join your meetings.</p>
8		<p>Turn OFF to avoid annoying feedback form forced on users.</p>
9		<p>Only available with a paid subscription.</p> <p>Turning this ON will allow you to assign a co-host role to another participant, this is very helpful to manage larger meetings</p>

10	<p><b>Always show meeting control toolbar</b> </p> <p>Always show meeting controls during a meeting </p>	<p>Turn this ON so the ZOOM control bar always appears at the bottom of the screen.</p>
11	<p><b>Use HTML format email for Outlook plugin</b> </p> <p>Use HTML formatting instead of plain text for meeting invitations scheduled with the Outlook plugin</p>	<p>If you use Outlook email and install the Outlook plugin, its easy to add a scheduled meeting to a calendar event. Turn this ON for better appearing meeting link information.</p>
12	<p><b>Select data center regions for meetings/webinars hosted by your account</b> </p> <p>Include all data center regions to provide the best experience for participants joining from all regions. Opting out of data center regions may limit CRC, Dial-in, Call Me, and Invite by Phone options for participants joining from those regions.</p> <p> <input type="radio"/> Australia                      <input type="radio"/> India  <input checked="" type="radio"/> Canada                                <input type="radio"/> Japan  <input type="radio"/> China                                    <input type="radio"/> Latin America  <input type="radio"/> Europe                                    <input checked="" type="radio"/> United States  <input type="radio"/> Hong Kong, China </p>	<p>Only available with a paid subscription.</p> <p>Turn this ON and select only Canada and United States.</p>
13	<p><b>Congratulations</b>, you are finished with ZOOM account settings.</p> <p>It is highly recommended that you also adjust Meeting Settings to improve your meeting participation experience.</p>	