


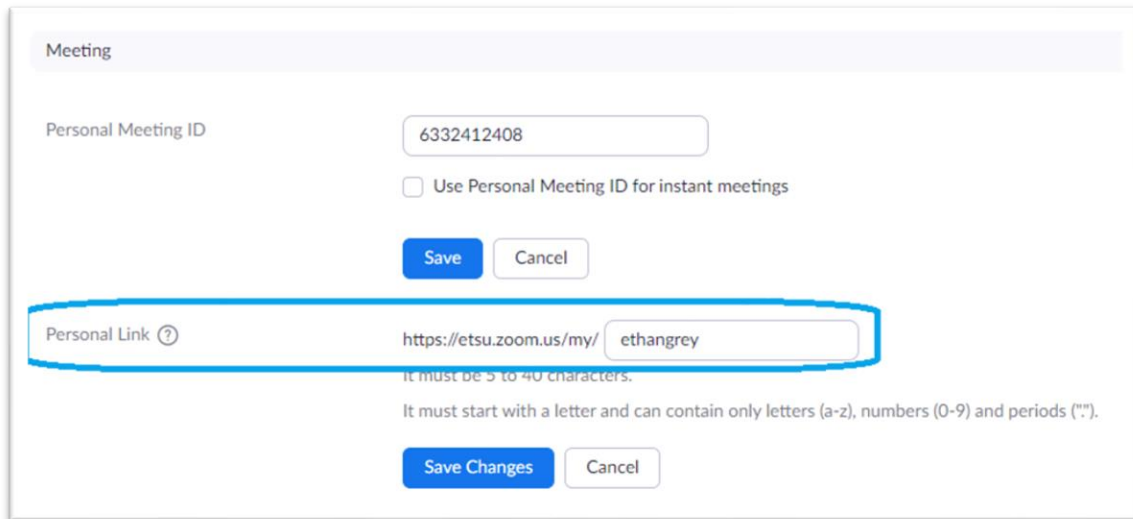


Shortened Zoom Link

To create a shortened/personalized Zoom link

- Launch the Zoom application, log in, and click the *Settings*  icon on the top right of the page.
- Click *Profile*  *Profile* on the left navigation bar. Click *Edit My Profile*.
- Scroll down to *Meeting* settings. Click *Customize* to the right side of the page for *Personal Link*.
- Type a 5- to 40-character personal identifier in the box next to <https://etsu.zoom.us/my/> and click *Save Changes*.
- Click the *View*  icon to see the personalized link.



The screenshot shows the Zoom Meeting settings interface. At the top, there is a header labeled "Meeting". Below this, the "Personal Meeting ID" is set to "6332412408". There is a checkbox labeled "Use Personal Meeting ID for instant meetings" which is currently unchecked. Below the ID field are "Save" and "Cancel" buttons. The "Personal Link" section is highlighted with a blue box. It shows the URL "https://etsu.zoom.us/my/" followed by a text input field containing "ethangrey". Below the input field, there are two lines of instructional text: "It must be 5 to 40 characters." and "It must start with a letter and can contain only letters (a-z), numbers (0-9) and periods (". At the bottom of the Personal Link section are "Save Changes" and "Cancel" buttons.