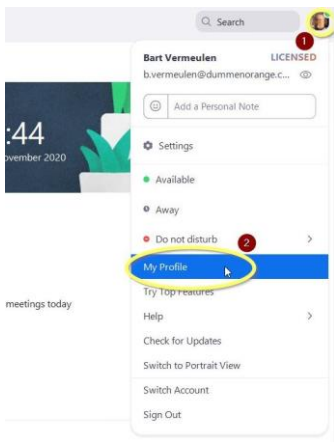
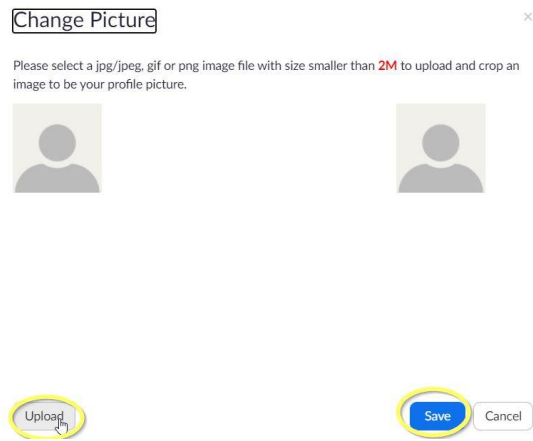
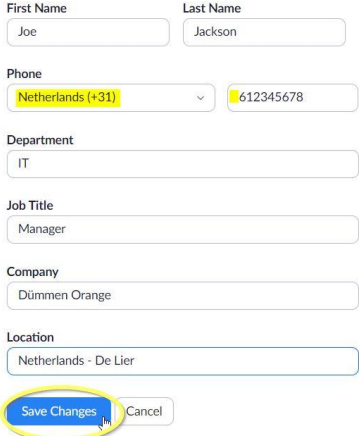
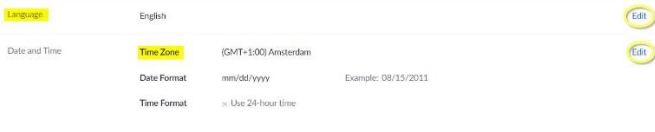


Completing / Adjusting Personal Zoom Profile

	From the Zoom Client, access your personal profile: 1. Open the Zoom Application on your computer 2. Click on your Status in Top-Right corner 3. Click "My Profile" Your Profile will be opened on the Zoom Webpage.
	Optional: Upload Profile Picture (1): 4. Click "Change" below the picture-area
	Optional: Upload Profile Picture (2): 5. Click "Upload" and browse for a suitable profile picture on your local device 6. Adjust the size and position of the picture 7. Click "Save" to upload the picture to your Profile
	Editing your Personal Information (1): Although several fields might already have been pre-populated, this information can be altered, or additional information can be added to make your profile more complete. 8. Click "Edit" next to your Personal Information

	Editing your Personal Information (2): 9. Adjust/Complete the information as needed 10. Click “Save Changes” when ready <u>Note:</u> In case you want to include your phone number as well, the landcode will be included, which means you should <i>not</i> enter the leading zero! <u>Note:</u> In case the phone number is entered, verification is required by answering an sms message (see below)
Verify Phone Number For your security, Zoom wants to make sure that it's really you. Zoom will send a verification code to the following phone number. +31 612****678 Your number will be visible to your Zoom contacts on your profile. Zoom is protected by reCAPTCHA and the Privacy Policy and Terms of Service apply. 	Verifying your phone number (1): 11. By clicking “Continue” a verification code will be sent to the phone number you just entered
Verification Code Sent Verification code has been sent to +31 [REDACTED] 	Verifying your phone number (2): 12. Enter the verification code received by sms 13. Click “Confirm”
	Optional: Adjusting Language / TimeZone: 14. Scroll down on your Profile Webpage until the “Language-” and “Date and Time” – section appears 15. Adjust the settings as required by hitting the “Edit” buttons on the right side of the screen