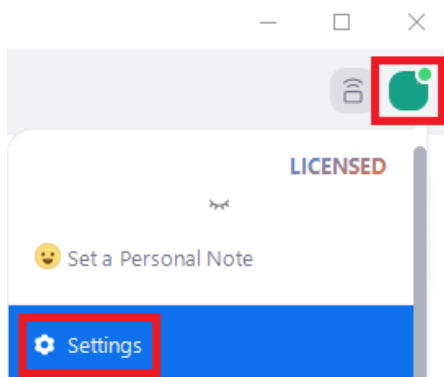
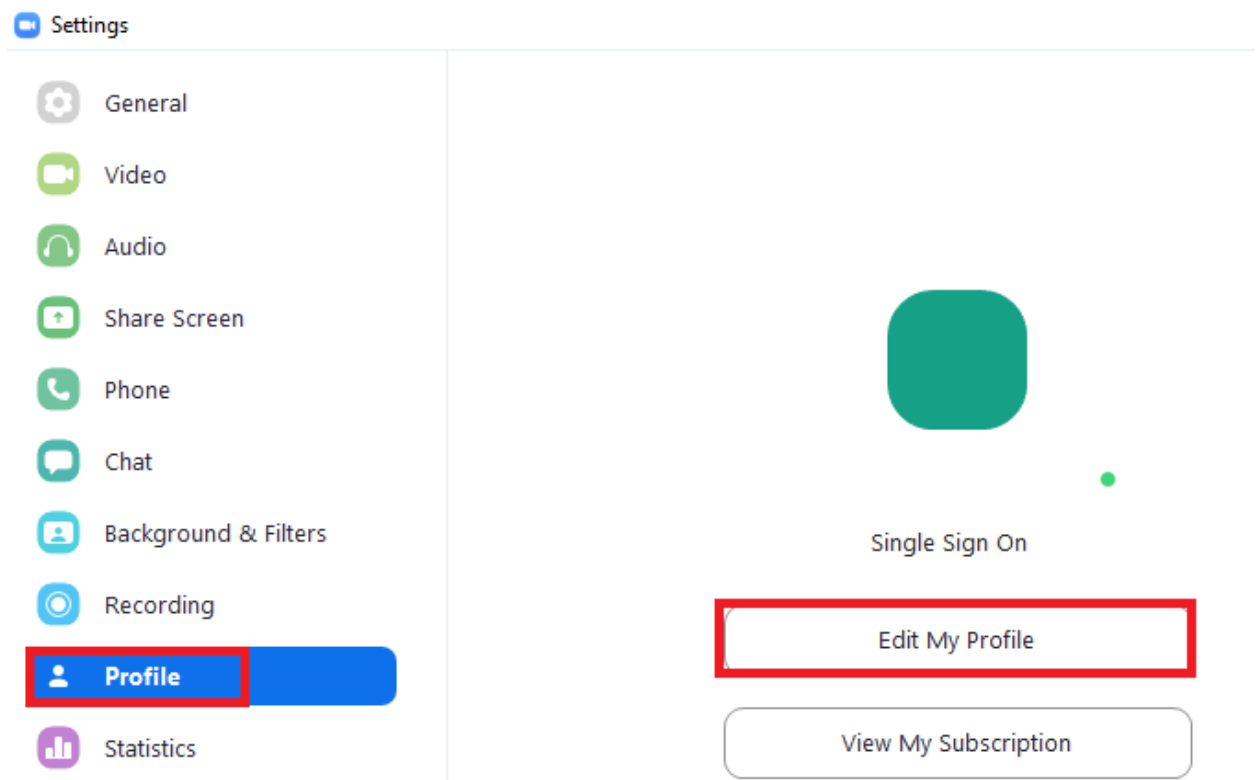


How to Change your Zoom Voicemail Pin for both Windows/Mac

1. Open your Zoom application.
2. At the top right-hand corner, click on your User Icon and then select “Settings”



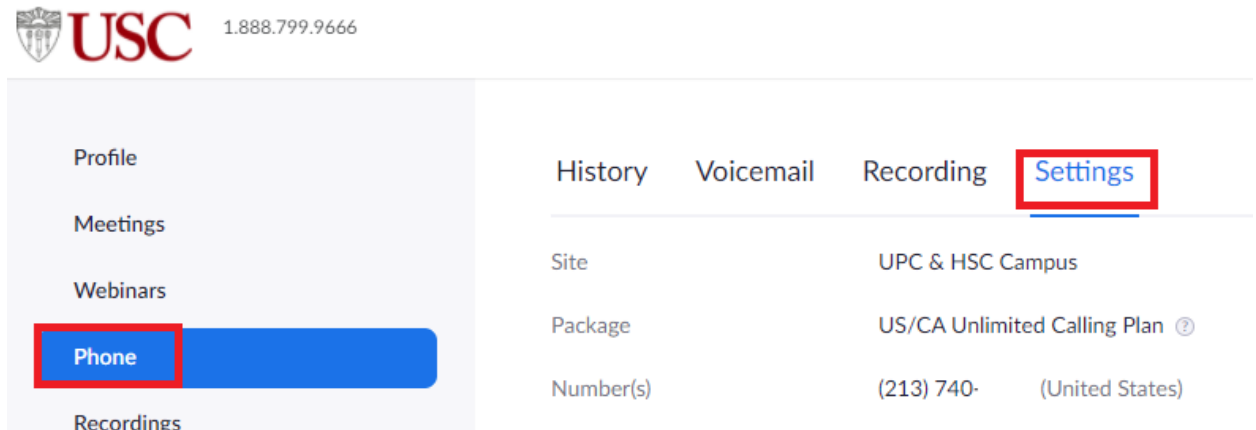
3. In the Settings window, click on “Profile” in the left panel and then select “Edit My Profile”



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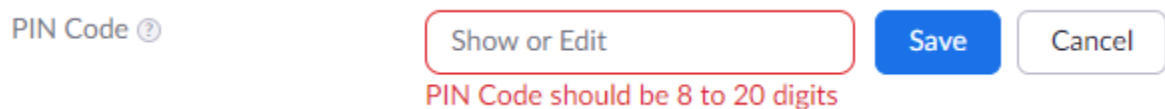
4. A new web browser will open, please click on “Phone” in the left panel and then select the “Settings” tab.



5. Scroll down to the last third of the page and you will see “PIN Code”. Please click on the “Show or Edit” option.



6. In the text field, clear the existing value and add your own. Please note it needs to be 8 to 20 digits long and remember to hit “Save” when you are satisfied.



For more information, regarding changing the PIN or PIN requirements, please see the following Zoom Support Link: <https://support.zoom.us/hc/en-us/articles/4402367178381-Changing-voicemail-PIN-code-requirements>