

Getting Started with WebEx Personal Room- Host

When would I use my Personal Room?

The WebEx Personal Room is an online meeting space that is always available. Meetings in the Personal Room do not have to be scheduled like a training or meeting. Personal Room is a great choice for online office hours or quick impromptu meetings.

How do I access my Personal Room?


To access your Personal Room:


1. Navigate to nsula.webex.com
2. Log in with your NSU credentials
3. Click on “Start a Meeting.”



Emily Perritt's Personal Room

<https://nsula.webex.com/meet/emily>

 More ways to join

Start a Meeting 

Schedule

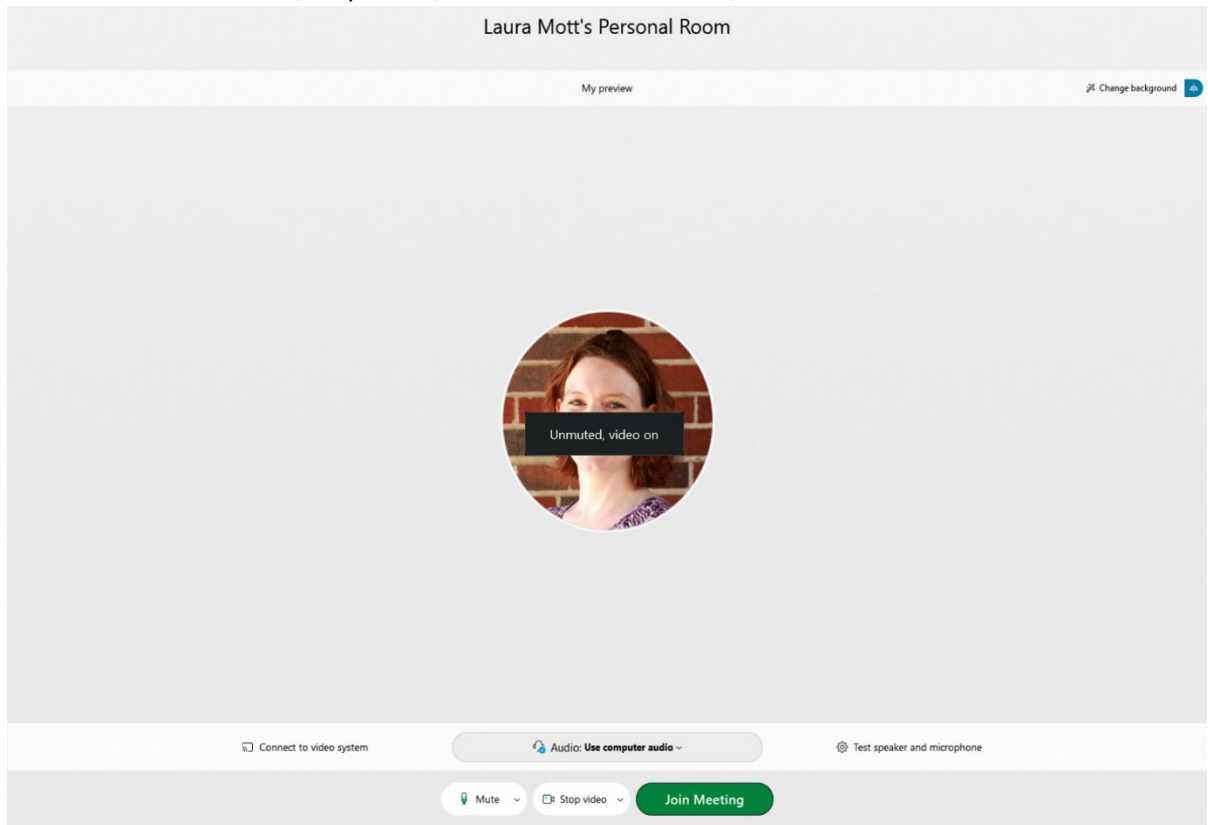
How do guests access my Personal Room?

1. If you want guests to meet with you in your Personal Room, give them the URL: **nsula.webex.com/meet/username**.

Be sure to substitute YOUR username for “username.” Emily’s Personal Room address is nsula.webex.com/meet/emily.

Note: To personalize your Personal Room with your photo, go to “My Profile” and “Upload” your photo.

2. Guests will see a display that looks like this. They will click “Join Meeting.” On this screen, they can also choose to mute, stop video, choose an audio source, and test their audio connections.



3. On the Settings menu, you can test your microphone and speakers to ensure that everything is connected.

Speaker

Use System Setting (4- Logitech... ▾)Test

Microphone

Use System Setting (4- Logitech USB Heads... ▾)

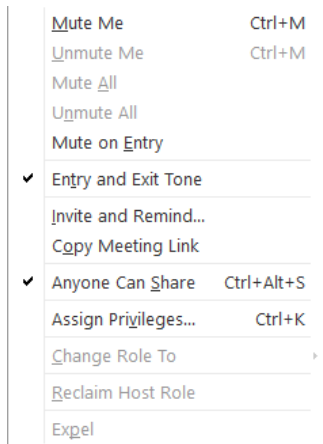
☐ Automatically adjust volume

Camera

Microsoft Camera Front ▾

Muting Guests

You may need to ensure that guests are muted when they enter, and you may also need to mute guests during a meeting.

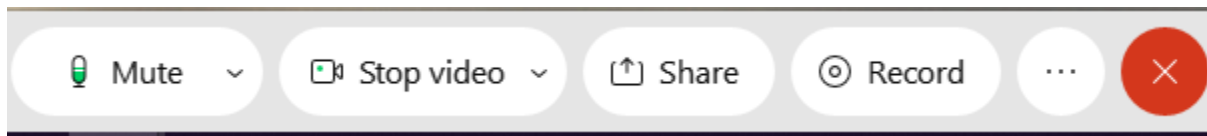


Mute on Entry: Ensures that guests' microphones are muted when they enter the conference.

Mute All: Mutes all participants at any time during the meeting.

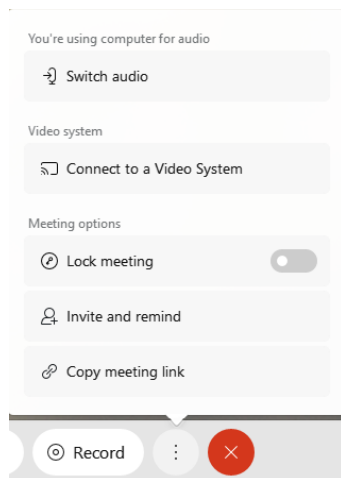
Note: You can also mute individuals by clicking the Mute button next to their names in the Participants list.

Toolbar



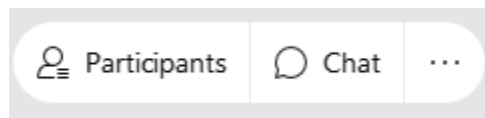
From left to right:

- Mute/Unmute your microphone
- Turn on/off your camera
- Share (screen, application, file, whiteboard)
- Record
- Three-dot menu – other tools, see below
- End meeting



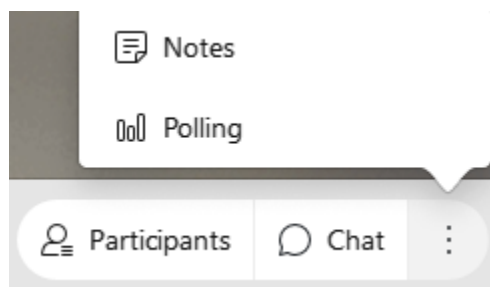
Three-dot menu:

- Switch audio – Use to change your microphone source
- Connect to a Video System – Use to connect to a Cisco device in your room
- Lock meeting: Use to keep meeting private. Unlock if you want to admit a new participant.
- Invite and remind: Use to invite someone or to remind someone that the meeting is starting.
- Copy meeting link: Can include the link in an email or post in a Moodle class.



On the bottom right of window:

- Participants: Show the list of participants in your meeting
- Chat: Open chat window



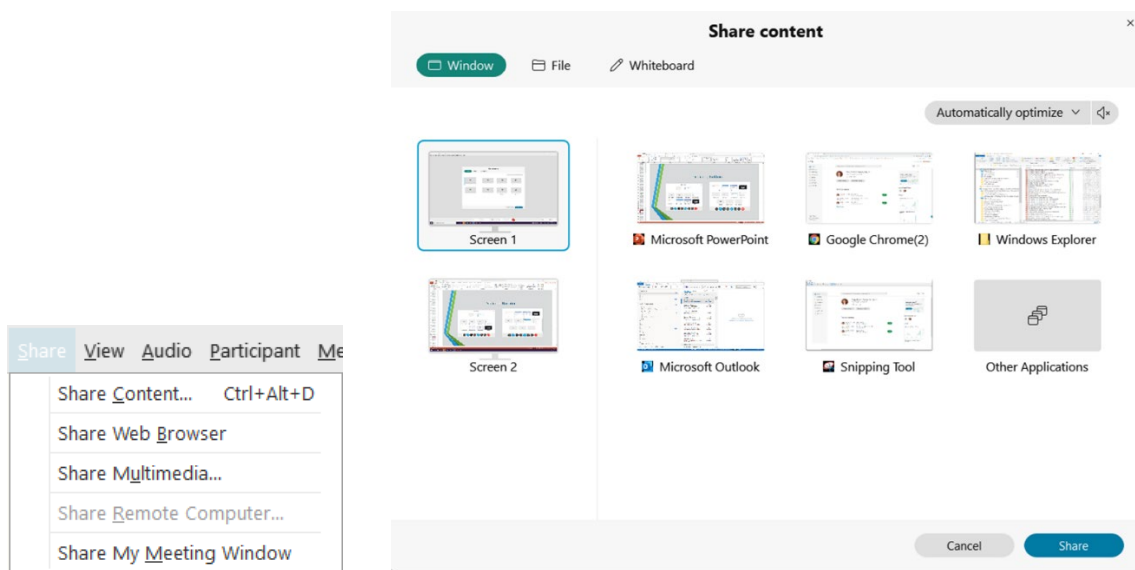
Three-dot menu beside chat:

- Notes: Take meeting notes that can be saved as a text file
- Polling: Use to survey meeting participants

From left to right:

- Mute/Unmute your microphone
- Turn on/off your camera
- Share
- Record
- Participants (shows Participant list in panel on right)
- Chat (shows Chat in panel on right)
- More options: Notes, polling, lock meeting, invite and remind
- Close the meeting

What kinds of sharing can I do?

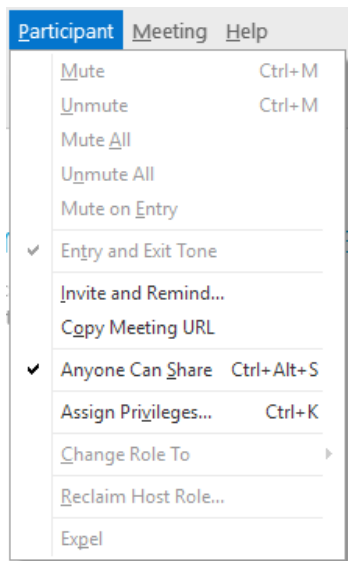


In the Meeting Center, you can share the following:

- Screen: Share your monitor with attendees.
- File (Including Video): Share any file that you have saved to your computer.
- Application: Share a program you have open (Word, Excel, Moodle). This is useful if you want to demonstrate the use of the program or edit a file during the meeting).
- Whiteboard: A blank screen where you can use annotation tools to make notes.
- Web Browser: Share what you open in your browser. This is useful if you need to navigate to a web page.
- My Meeting Window: Share your WebEx meeting screen. This is useful if you are trying to instruct users on how to do something in WebEx during the meeting.

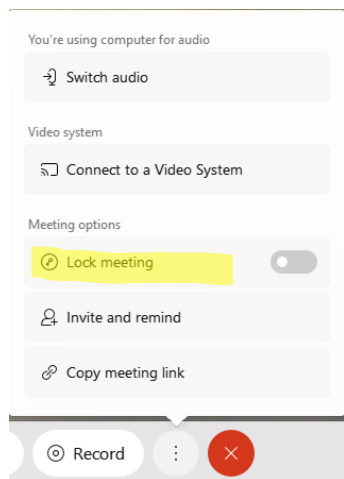
How do guests share?

When a guest logs in to your Meeting Center meeting, he or she will have a similar menu. If not, be sure that under your "Participant" menu, "Anyone Can Share" is checked:



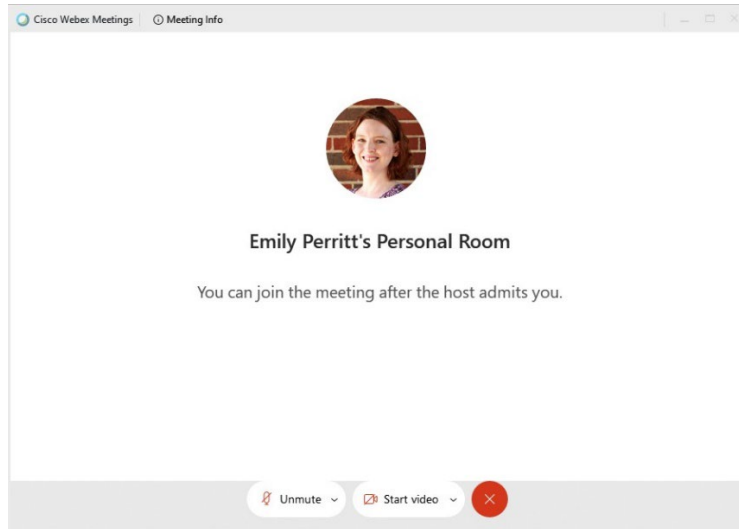
How do I ensure that my conversation with a guest is private?

If you need to keep a conversation with a guest private, click “Lock Meeting.” This will prevent others from joining the meeting

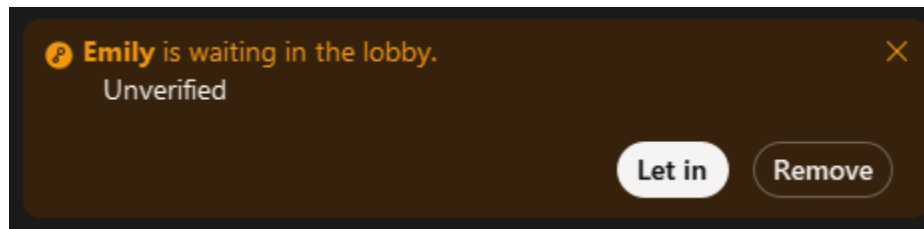


If other guests try to join the meeting while the room is locked, they will see a message that the room is locked, and you will see a message that a guest is waiting in your lobby. If you expect this to happen during your office hours, you may need to inform students what this message would mean in advance of beginning online office hours. When you are ready to admit the student, click “Admit.”

Guests will see:



You will see:



How do I end a meeting?

To end a meeting, click "End Meeting."



To Get Help

[Webex Meeting Center Getting Started page](#) includes other topics that may be useful.

If you need assistance, contact Emily Perritt (emily@nsula.edu). I will be happy to answer your questions. I can also participate in practice sessions if you would like to try the tools before host a meeting.