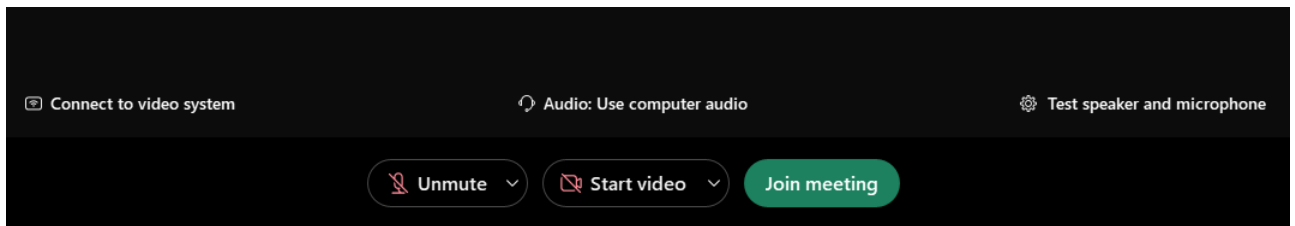


Getting Started with WebEx Personal Room- Students

How do you access your teacher's personal room?

1. If your professor is using his or her Personal Room for meetings, you will be given the URL: **nsula.webex.com/meet/username**.
"Username" is your professor's username, which will be the same as his or her email address (before @). Emily's email address is emily@nsula.edu, so her Personal Room address is nsula.webex.com/meet/emily.
2. Click "Join Meeting."

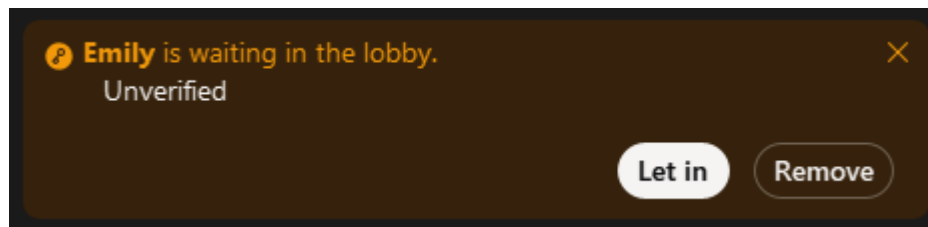


3. Once you are logged into the meeting, you can use the Start Video button if you want to be on camera and the Unmute button to speak.

What if the professor is having a private meeting with another student?

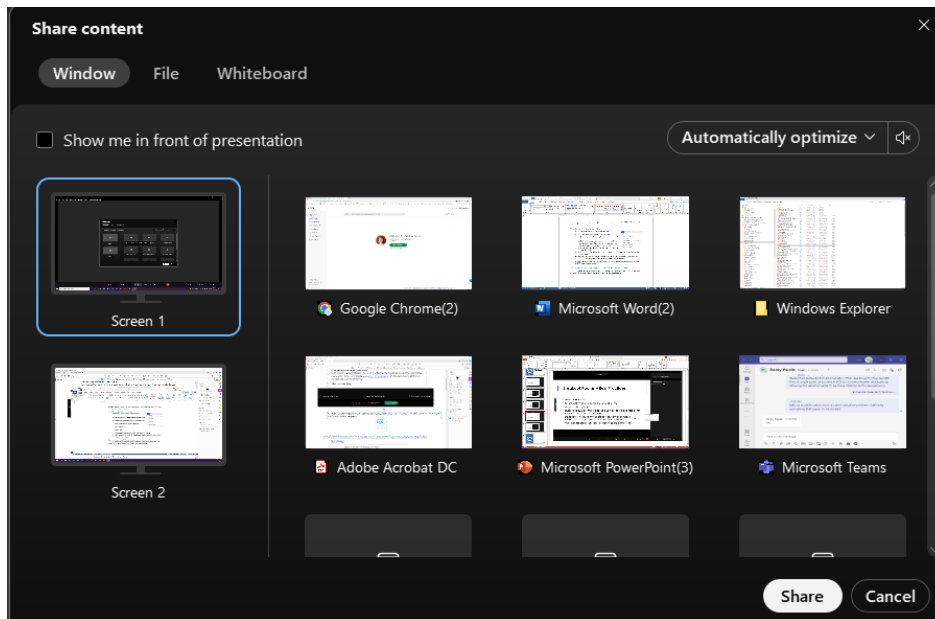
You will see a message that says "You can join the meeting after the host lets you in."

Your professor will see:



When your professor is ready for you to join the conversation, he or she will click "Let in" and you will be allowed to connect to the conference.

What kinds of sharing can I do?

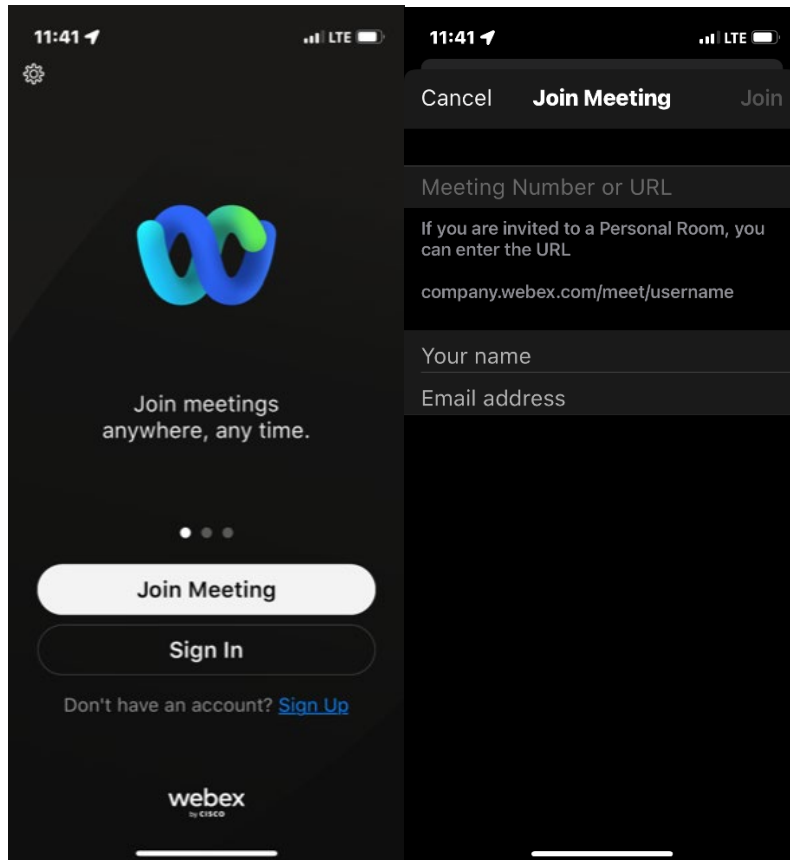


In the Personal Room, you can share the following:

- **Screen:** Share everything that is displayed on your monitor.
- **Application:** Share any application. Open applications will be displayed in the menu. You can scroll down to the bottom to choose “Other Applications” if you need to share an application that is not currently open.
- **File:** Share a specific file. Viewers will be able to see essentially a picture of the file, and you will not be able to interact within the application (such as Word or PowerPoint) to make changes while using that method.
- **Whiteboard:** A blank screen where you can use annotation tools to make notes.

Can I connect to a WebEx conference on my phone or iPad?

Yes, download the WebEx app and select “Join Meeting.” When prompted, enter the URL that was given to you by your instructor along with your name and email address.



To Get Help

If you need assistance, your first contact should be to your instructor or the Student Help Desk.