WebEx
Personal Meeting Rooms for Faculty/Staff

Introduction

**Personal Meeting Rooms** are available to anyone who has a WebEx host account. Personal Meeting Rooms are available at all times and can be accessed by sharing the host's unique and permanent URL. They may be used for interviews, to collaborate with colleagues, for guest lecturers and presenters or just a quick meeting.

**Personal Meeting Rooms** are easy to use and by default, everyone in the session can share information without the need to change permissions. Your personal meeting room URL always follows the convention towson.webex.com/meet/yourNetID.

**Note:** You must have a WebEx host account first. Go to towson.edu/webex to activate your host account.

Entering your Personal Meeting Room

1. From your web browser, log into WebEx by typing towson.webex.com.
2. Click **Log in** in the upper right hand corner.
3. Enter your **Username (NetID)** and **Password** and click **Login**.
4. Your **Personal Meeting Room** appears by default.

5. Click the **Start Meeting** button. You will enter your personal meeting room and an **Audio and Video Connection** window will appear.
**Connecting Audio**

1. Choose your preferred option from the Select Audio Connection drop-down menu:
   - **Call Me** – You provide a telephone number and WebEx calls you

   ![Select Audio Connection](image1)

   **Figure 2**

   - **I Will Call In** – Selecting this option will give you toll-free and toll number to use. Dial one of the numbers and follow the voice prompts to enter your access code and Attendee ID numbers.

   ![Select Audio Connection](image2)

   **Figure 3**

   - **Call Using Computer** – Audio is provided by the microphone connected to your computer

   ![Select Audio Connection](image3)

   **Figure 4**

   - Click the gear icon beside Call Using Computer.
   - Choose the correct Speaker and Microphone from the drop-down menus and click Test after making selections.
   - Click OK
Connecting Video

1. Beneath the Select Video Connection header, choose your webcam from the drop-down menu. A preview of your camera will appear.

![Select Video Connection](image)

Note: If you do not want to utilize the webcam option, select No Video from the drop-down menu.

![Select Video Connection](image)

Figure 5

2. Depending on which audio and video option you choose, click either the Connect Audio and Video, Connect Audio, Start My Video or Close button at the bottom of the Audio and Video Connection window.

![Select Video Connection](image)

Figure 6
Inviting Attendees

1. There are two ways to invite attendees as below:
   - **Through WebEx**: Click the *Invite & Remind* button, then enter the addresses of attendees separated with a comma or semicolon and click the *Send* button.

   ![Figure 7](image)

   ![Figure 8](image)

   - **Through Email**: Click the *Invite & Remind* button and then click *Invite with your local email*. Your email will open allowing you to type in the email addresses of the attendees. Meeting details will automatically be filled in the body of the Email. Send as you would normally.

   ![Figure 9](image)
WebEx: Personal Meeting Rooms

Managing your Personal Room

Locking your Room

1. Under the Quick Start tab, click the Lock Room button beneath Meeting number.

![Donald Koenig's Personal Room]

Figure 10

2. You will see a lock icon in the bottom left corner of your meeting now to signify that the room is locked. Click the button again to unlock the room.

![Figure 11]

Admitting Participants

1. When a participant enters the lobby (because the room is locked) a notification will appear above the video preview. If you do not see the notification, click the orange Participants icon to view the Participants panel.

![Figure 12]

2. Click the orange notification to open the Waiting to Join menu. If more than one person is waiting in the lobby, you will be able to choose to admit all, or only those you select.

3. Click the Admit button.

![Figure 14]
**Expelling a Participant**

1. In the **Participant** panel, click on the participant you wish to remove from the meeting.
2. Click on the **Participant** menu.
3. Click on **Expel**.

![Figure 15](image1.png)

4. The **Expel** dialog box will appear. Click **Yes**.
5. The participant(s) will be removed from the meeting.

**Restricting Sharing**

1. Click on the **Participant** menu.
2. Uncheck (by clicking) the option that says **Anyone Can Share**.

![Figure 16](image2.png)

3. Now if participants wish to share, they must be given control by the host. To let participants share without your permission again, just go back and check the **Anyone Can Share** option to turn it back on.
Personalizing your Personal Meeting Room

1. From your web browser, navigate to towson.webex.com.
2. Click Log In in the upper right hand corner. Enter your Username (NetID) and Password and click Login.
3. To change your profile picture, hover over the circle in the middle of the screen and click Change. You can take a photo from your webcam by clicking Take Photo or upload an image from your files by clicking Upload.

![Figure 17](image)

4. Towards the bottom of the screen is your Personal Room Table and Drink. By clicking on the mug or the table, you can toggle between four different appearances for the table and three different appearances for the drink.

![Figure 18](image)

5. Click on the left-pointed arrow to reveal a picture gallery for your Personal Room. This is where you can display four photos for attendees to see when they join your Personal Meeting Room from a web browser.

![Figure 19](image)
6. To upload a photo, hover your mouse cursor over one of the four pictures and click the symbol above **Upload a picture**.

7. Click **Upload**.

8. Browse to where your photos are located, click the photo you would like, and then click **Open**.