Joining a WebEx Personal Room Session

How do you access Personal Room?

1. If your meeting host is using his or her Personal Room for meetings, you will be given the URL:
   nsula.webex.com/meet/username.
   "Username" is your host'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.

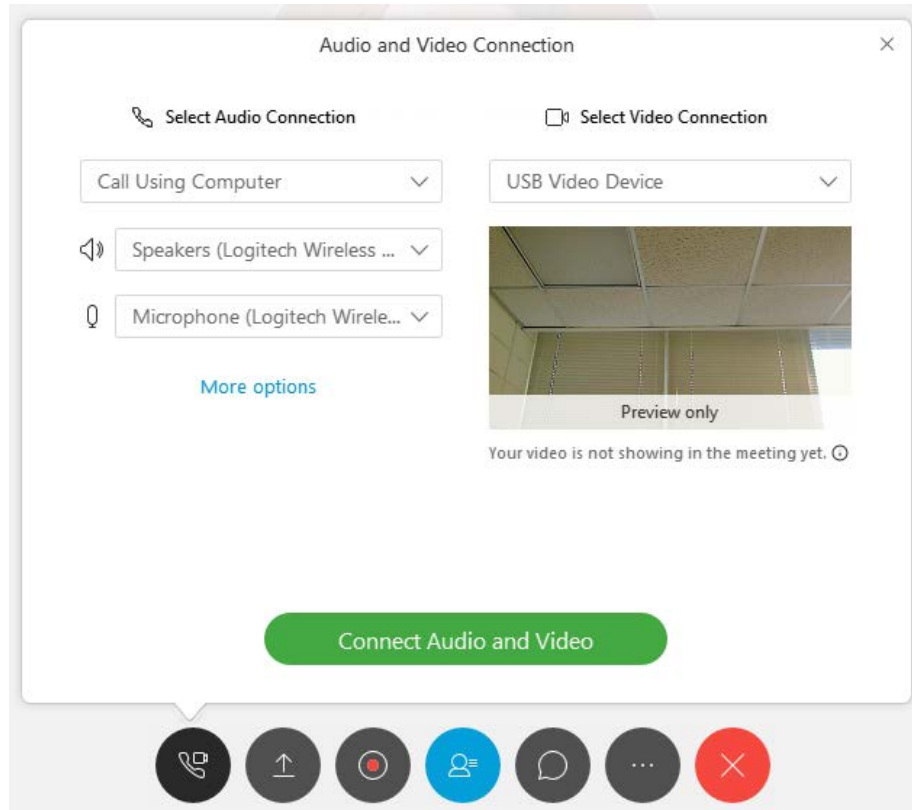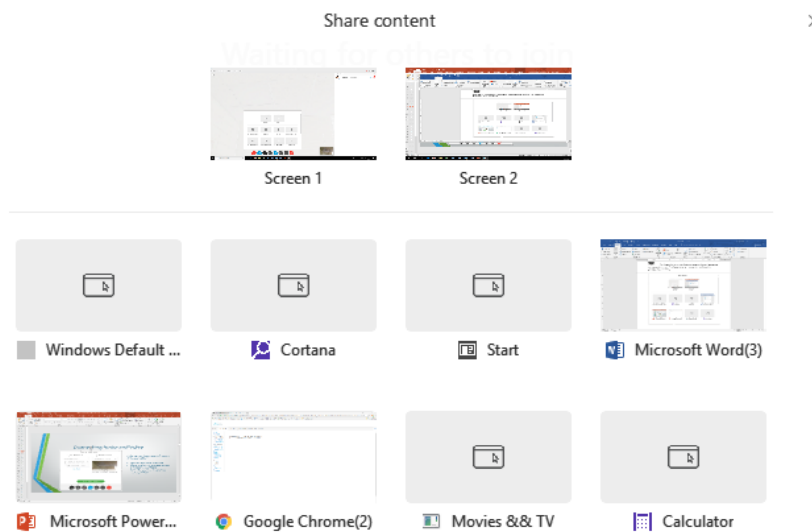2. You will see a display that looks like this. Click "Join Meeting."
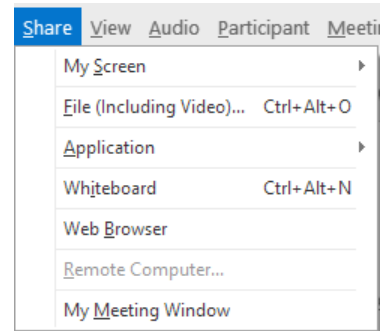

3. Once logged in, be sure to choose "Call Using Computer" if you want to be able to speak.

What kinds of sharing can I do?

In the Personal Room, you can share the following:

- My 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.

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 meeting host along with your name and email address. Some features of the WebEx conference are limited on the mobile app. Through the app, you can share files and connect your voice and video.