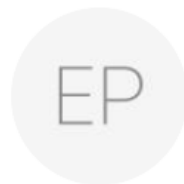# Getting Started with
WebEx Personal Room-Host

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 Meeting."

How do guests access my Personal Room?

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

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.

2. Guests will see a display that looks like this. They will click "Join Meeting."
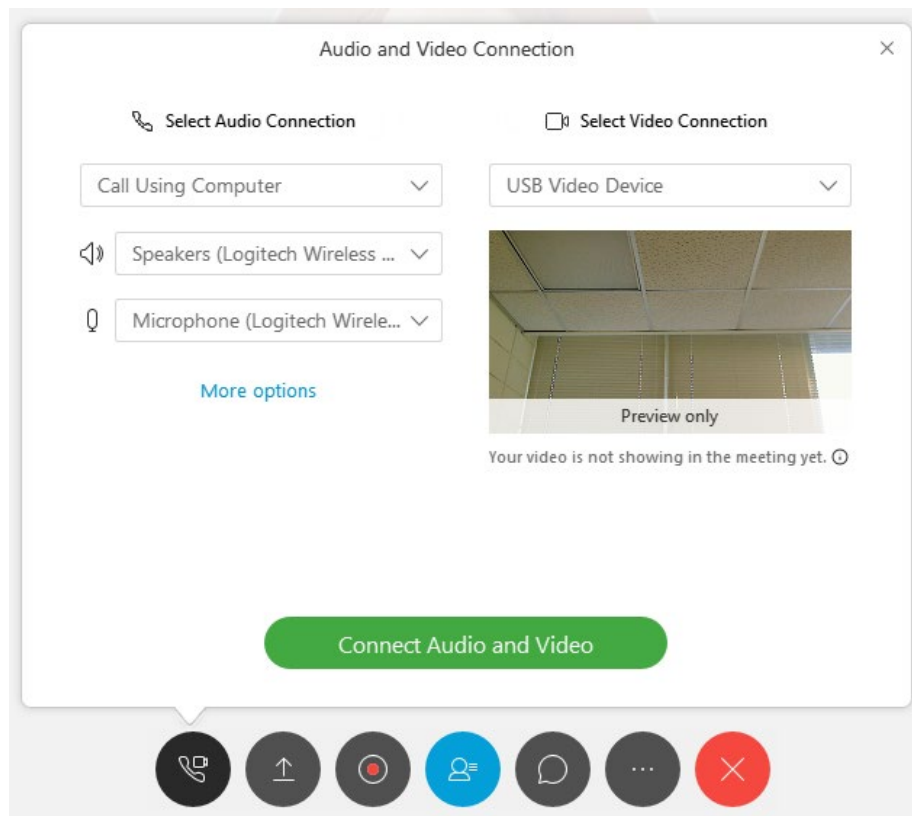
Laura Delanoix's Personal Room

Good afternoon, Emily Perritt (emily@nsula.edu).

Join Meeting

More ways to join

3. Once logged in, connect to Audio and Video. Choose "Call Using Computer" under Select Audio Connection.


To test your audio, select "More Options." Click "Test" beside speakers. If you hear the tone, your speakers are connected. Then speak or make a noise. If the blue bars underneath Microphone bounce, you have chosen the correct microphone. Click "OK" once you have completed the test. Your microphone will be muted for the rest of the participants while this menu is open.
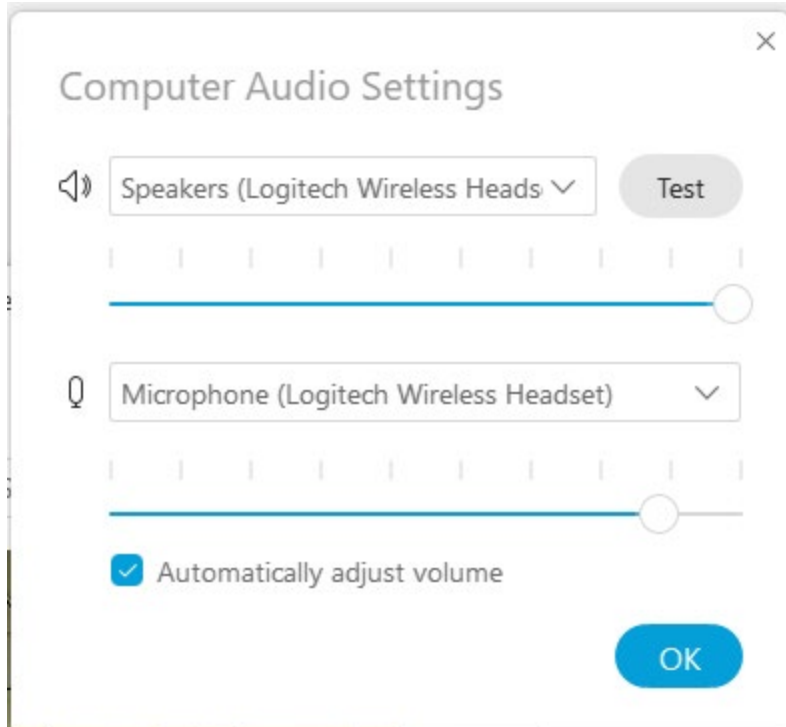
How do I ensure that my conversation with a guest is private?

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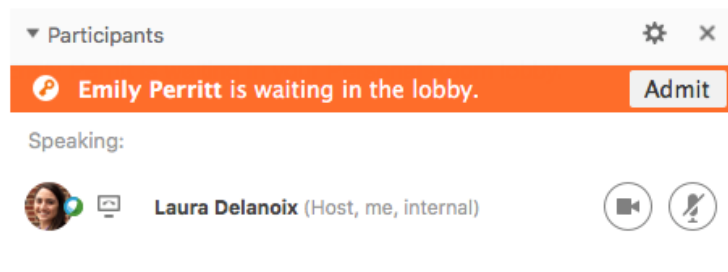

.
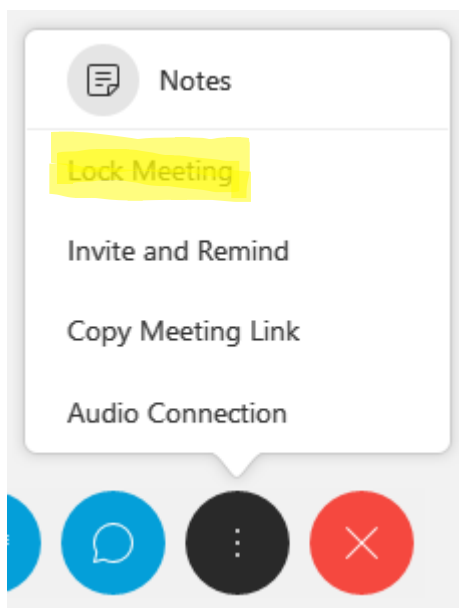
If other guests try to join the meeting while the room is locked, they will see a message that the room is locked, and you will see a message that a guest is waiting in your lobby.
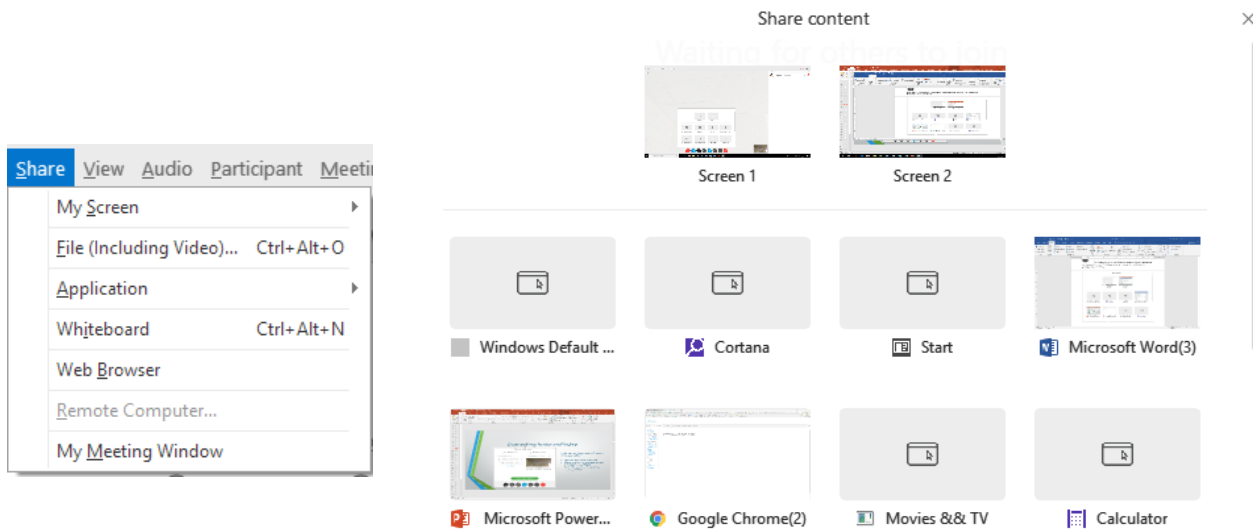
Guests will see:
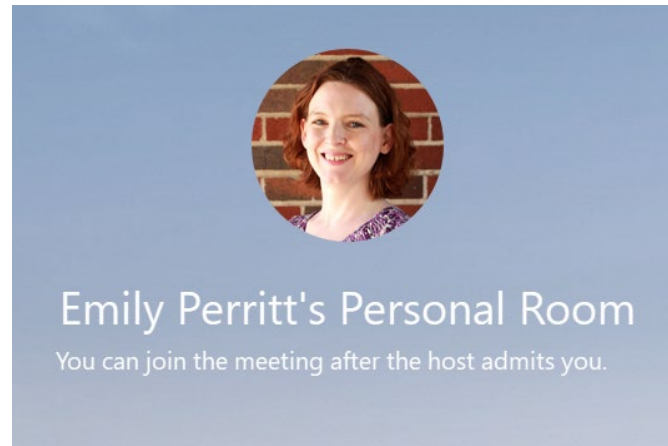
You will see:

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."

How do I end a meeting?

To end a meeting, click "End Meeting."

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.
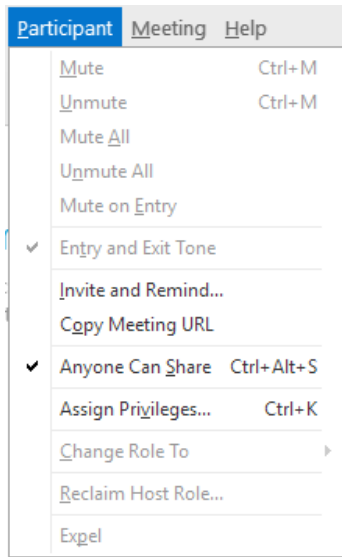
How do I share?

To share, click the "Share" menu at the top of the screen, or the "Share" icon.
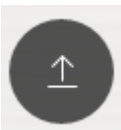
How do guests share?

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

If you want guests to interact using the Whiteboard or to annotate a document that you or someone else has shared within the meeting, you will need to make sure that the "Annotate" privilege has been assigned to participants. In the menu pictured above, click "Assign Privileges." Make sure that "Annotate" is checked and then click "Assign."
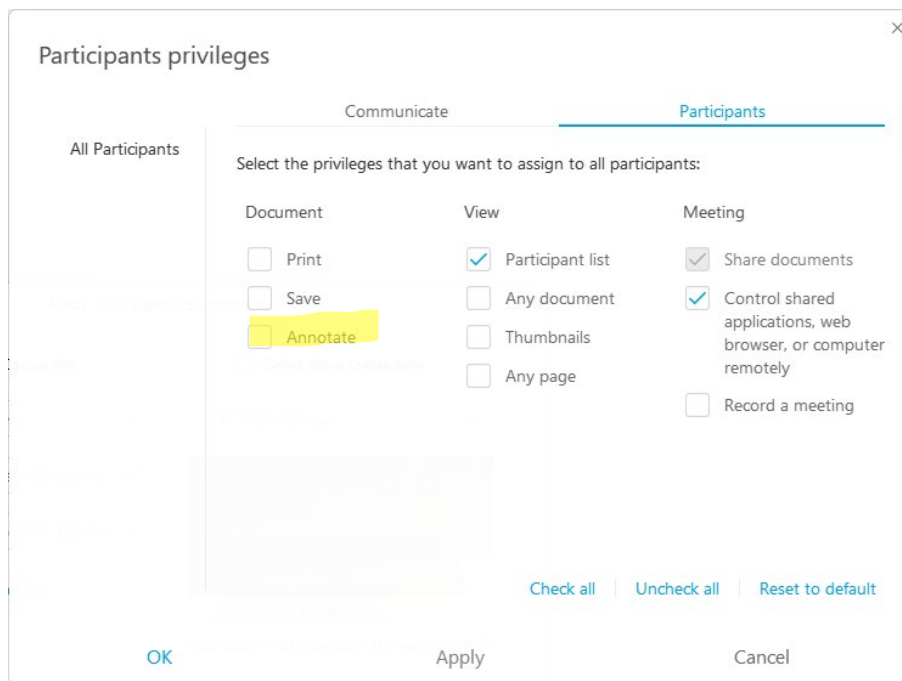
To Get Help

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