Topic: Personal-Room

The Personal Room feature in WebEx is a virtual conference room that you can use similarly to a WebEx Meeting or Training session. Your Personal Room provides you with your own easy-to-remember link that doesn’t change, so your students or colleagues can use the same URL link each time they need to meet with you. People can enter your room any time unless you lock it. Those who enter the room before you do wait in the lobby. Once you enter the room, a meeting starts.

Because of the static URL link and ability to lock a room so that you can limit one person entering at a time, Personal Rooms are a great tool to use for Online Office Hours or recurrent meetings.

Here are highlights of what you can do in your room:

- Start a meeting without having to use the meeting scheduler.
- All the functionalities such as content sharing, inviting additional people, reminders, and recording are available in the room, just as they are in a WebEx meeting.
- Lock and unlock your room if you need privacy. Those waiting to enter next will remain in the lobby until you grant them access.

Any participant can leave the room at any time. If the host leaves the room, the meeting ends for all participants. To leave the room without ending the meeting, assign the host role to someone else before leaving.

Follow the steps below to use your WebEx Personal Room.

Getting Started

1. Once you have logged in to webex, click on My Personal Room under the Host a Meeting heading.
2. Click on the green **Enter Room** button.

**MSUM Faculty's Personal Room**

https://mncsu.webex.com/meet/msum.faculty | 633 574 187 | Invite

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**Inviting People to Your Personal Room**

1. Click on **Invite & Remind**.

**Good Morning, Brandyn.**

Here it will show many ways to invite your students. If you click on **Invite with your local email** and have your Dragon Mail open, it will automatically appear in there. All you have to do once in your email is to decide who you want to send the invite to.
2. Another way to invite people is to copy the meeting URL and put it in an e-mail.

    Copy Meeting URL

Starting Your Video

1. To start your video, click on the camera icon next to your name.

Note: Your video won’t go live until you have participants.

Lock and Unlock your Room

Let’s say you have one meeting right after another or you need privacy from your room, you can lock the room so no one can enter it and unlock it again when you are ready for new participants.

    Lock Room  Unlock Room

Allowing Access to a Locked Room
When an instructor has the room locked while meeting with a student, they can allow other students waiting in the “lobby” into the room while it is locked. This could come up if you needed to talk to a student about their grade privately without anyone else in the room.

1. When a student tries to enter a locked room, it will show that the host has locked the room.

2. When this appears, the student needs to enter the lobby so the instructor can see they are waiting. To do this, they can click **Enter Lobby**.

3. Once the student enters the lobby, the WebEx window will open and they will see that the host has been notified they are waiting.

   - This room is locked.

   - We've let the host know you are here.

4. The instructor is then notified that a student is waiting.
5. The instructor can then admit the student to the room when they are able to.

The student is then admitted to the room and can be seen as one of the participants.

Leave Room

When you are done with your meeting you can leave the room. Once you have left the room no other participants will be able to be a part of the meeting. If you want to leave, but allow the participants to keep using the meeting time, make someone else the host and leave the room.

For More Information

Please contact Information Technology Services at support@mnstate.edu or 218.477.2603 if you have questions about this material.