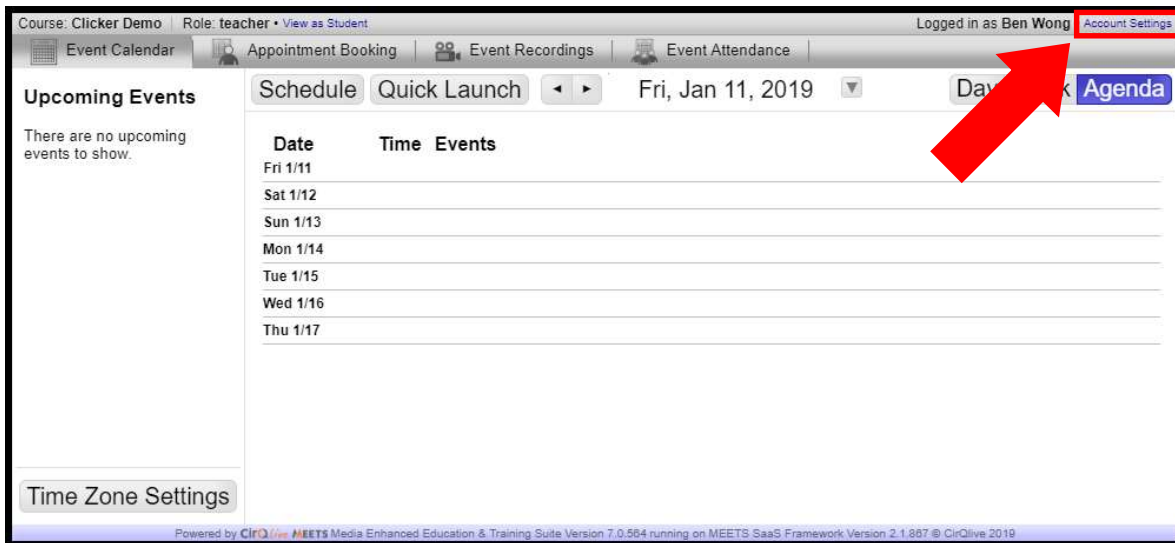


Using Your Personal Webex Room

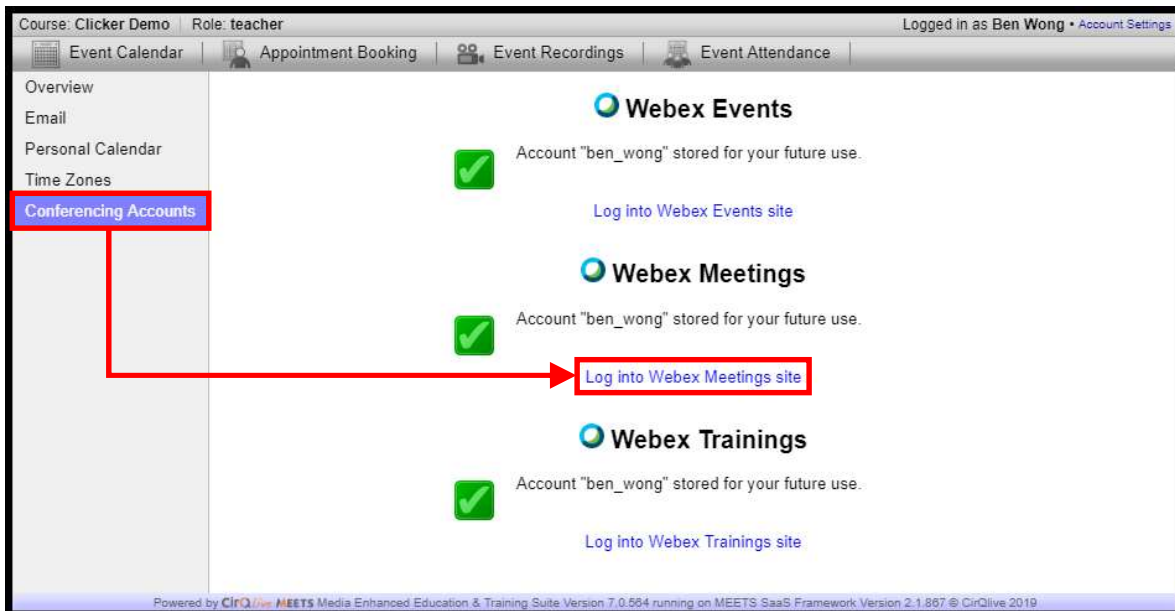
When you activate your Webex account in Canvas, you automatically have access to a personal Webex room. This “Personal Room” functions like a normal Webex meeting and can be connected to from a computer or a videoconferencing room system, but there are a few differences – the process to begin hosting is different, you do not have to schedule a meeting to host it, there are additional settings you can access, and it has a consistent URL for off-campus participants.

Hosting Your Personal Room from a Computer

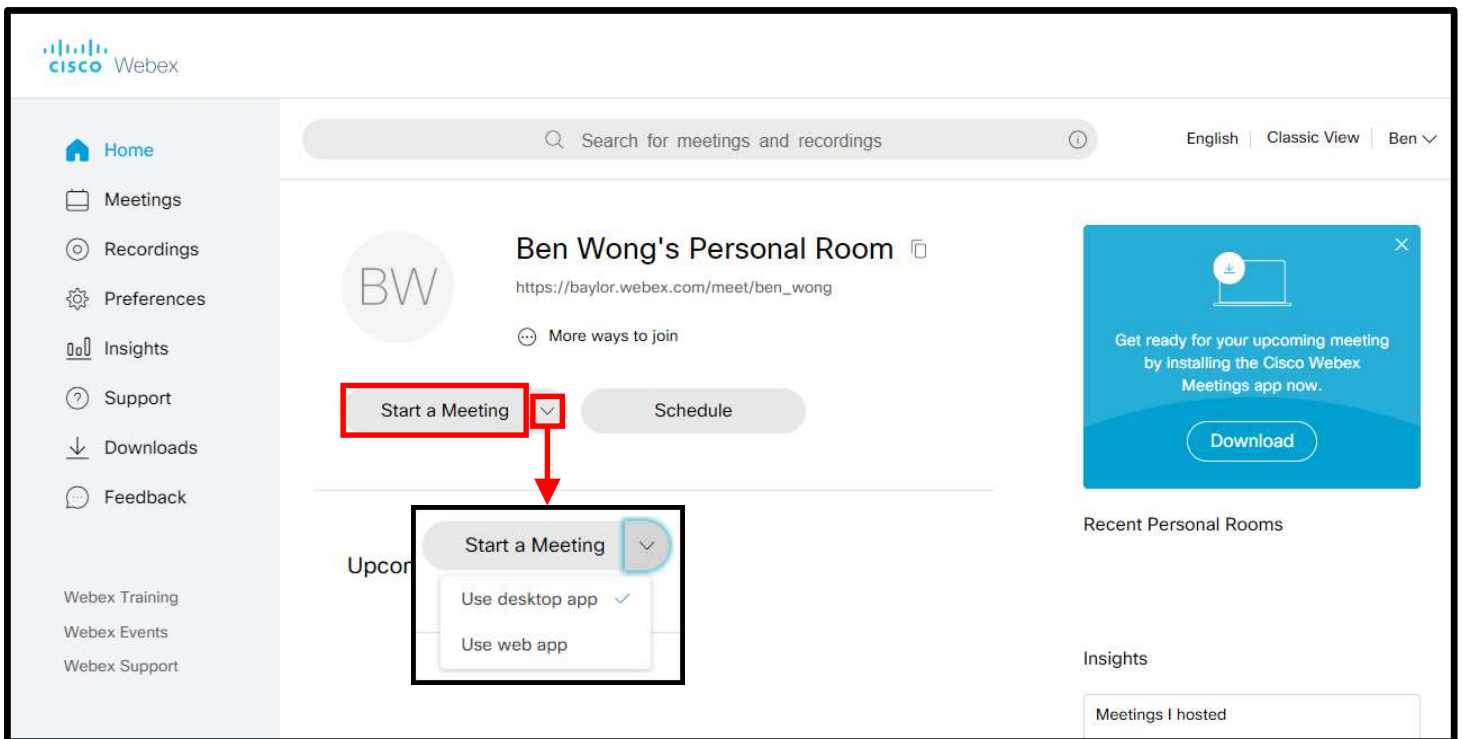
To access your personal room, login to Canvas and go to the Webex tab in a course you have it enabled in. In the upper right, there is a link labeled “Account Settings.” Click on this to go to a new page.



On this page, select the “Conferencing Accounts” tab on the left, then click on the link labeled “Log into Webex Meetings site” in the middle of the page. This will take you to a new web page.



You should see the following page:



To start hosting your personal room, click the **Start Meeting** button. We recommend opening the meeting using the desktop app, but it is possible to open the meeting in-browser. To change how the meeting opens, click the down arrow to select between “desktop app” and “web app.”

More info on setting preferences for your personal room are on the following page.

For more information on hosting a Webex meeting with the desktop app, please refer to the “Hosting Webex Meetings and Host Features” guide found here: <https://www.baylor.edu/lib/factech/index.php?id=942777>

Inviting Participants

Any meeting participants just need your personal Webex room’s URL to join the meeting, though they cannot join the room unless you have started hosting it. Your personal room URL is based on your Bear ID and will be in the following format:

[https://baylor.webex.com/meet/\[Bear_ID\]](https://baylor.webex.com/meet/[Bear_ID])

You can also find the URL near the top of the page pictured above, under [Your name]’s Personal Room.

Personal Room Preferences

To access the preferences for your personal room, click on the **Preferences** tab on the left of the page where you can start hosting your personal room, then select “My Personal Room” from the options at the top. Below are descriptions of each field/option.

The screenshot shows the Webex interface for setting personal room preferences. On the left sidebar, the 'Preferences' tab is highlighted with a red box and an arrow pointing to the 'My Personal Room' sub-tab in the top navigation bar, which is also highlighted with a red box. The main content area displays the following settings:


- Personal Room name:** Ben Wong's Personal Room (Text input field)
- Personal Room link:** https://baylor.webex.com/meet/ben_wong (Text input field)
- Host PIN:** [Four dots] (Text input field)
- Automatic lock:** Automatically lock my room 0 minutes after meeting starts so people can't enter until I admit them (Dropdown menu)
- Notification:** Notify me by email when someone enters my Personal Room lobby while I am away (Text input field)
- Alternate host:** Let others host my Personal Room meetings without me (Radio buttons)

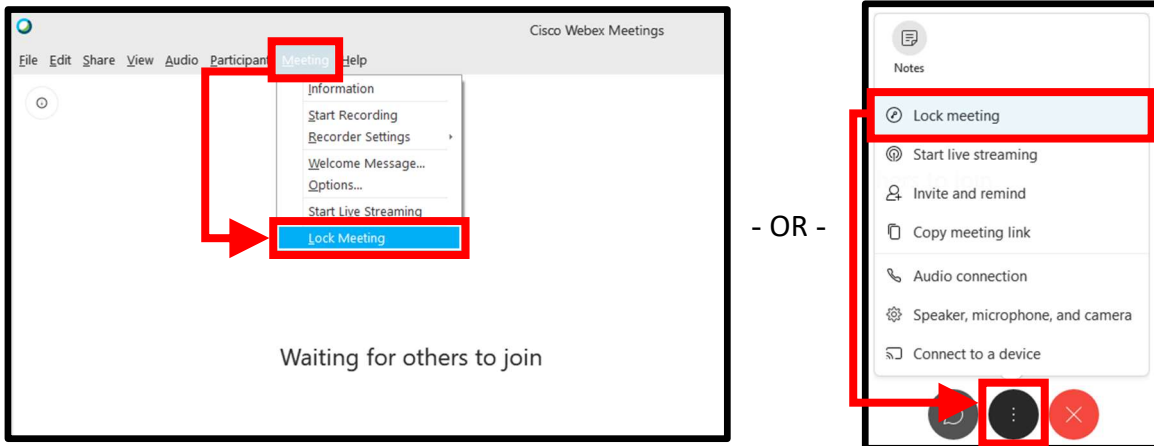
At the bottom, there are 'Cancel' and 'Save' buttons.

- **Personal Room name:** This is what participants will see when they join your room.
- **Host PIN:** This is needed for connecting from a room system – should not currently be needed.
- **Automatic lock:** You can enable/disable an automatic lock on your personal room so that a set time after you begin hosting the room, you must manually give permission to anyone trying to join the room. You can also manually lock the meeting after you begin hosting it.
- **Notification:** You can enable/disable receiving an email letting you know someone is trying to join your personal room while you are not actively hosting it. Enabling it is good if you want a reminder about a meeting, but if you are getting unwanted notifications, you can disable that here.
- **Alternate host:** Not currently applicable.

Lock Meeting

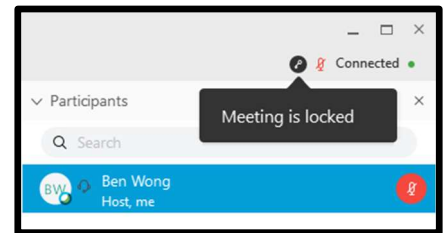
If you want to prevent participants from connecting to your Personal Webex Room without you manually giving permission, you can lock the meeting, either after you've begun hosting or using the Automatic lock feature as explained above.

To lock the meeting as host, you can either go to the "Meeting" tab at the top of the window/screen or the "More Options"  button in the toolbar at the bottom of the video screen, then click "Lock Meeting:"



You will then see a lock icon in the upper right to show that the meeting is locked – other participants will also be able to see this.

You can unlock the meeting at any time by going to the same menu – the "Lock Meeting" option will now say "Unlock Meeting."



Once you've locked the meeting, any participant who tries to join will be put into a virtual lobby where they see the message "You can join the meeting after the host admits you." You will see a notice at the top of the Participant List that they are waiting in the lobby and can then click the "Admit" button to bring them into the meeting when ready.

When you lock the meeting, any participants already connected will remain in the meeting. If you need to send any participants to the lobby, you can right-click on their name in the Participant List and choose "Move to Lobby."

You will then see them at the top of the Participant List, waiting in the lobby, as seen above. You can then re-admit them at any time.

