

# WEBEX PERSONAL ROOM

## QUICK REFERENCE GUIDE



Your Webex Personal Room is an always-available, online meeting that belongs to you. With a unique web address that never changes, your colleagues can easily join your meetings.

### INVITE PARTICIPANTS TO YOUR WEBEX PERSONAL ROOM VIA OUTLOOK

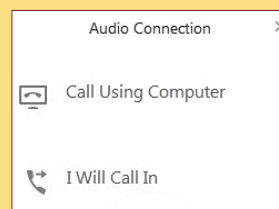
1. In your Outlook calendar, create a new meeting invitation and enter meeting details including subject, date and time, and invitees
  2. Click the drop-down box (first time only\*) and select **Add Personal Room\*\*** from the Outlook toolbar
  3. Click **Send**. Your attendees will receive an email invitation with a link to the meeting. The meeting will be added to your Outlook Calendar
- \* Use the drop-down box the first time you schedule a meeting to change it to a Personal Room. It will become the default option in Outlook
- \*\* You also have the option to select Add Webex Meeting which creates a scheduled meeting

### JOIN A WEBEX PERSONAL ROOM

1. Click the Webex hyperlink in the meeting invitation. A best practice is to join the Web Conference before joining the Audio Conference
2. If you are a guest, enter your name and email address, then click **Join Meeting**. If you are the host, you will be prompted to login with your Net-ID
3. When the Personal Room launches you will see options to select your audio and video connection as seen here

### To change the default Audio Connection

Click the down arrow and select from the following.



### Call Using Computer (Recommended)

- Connect with audio through your computer. Best practice, plug a headset into your computer and test your audio connection

OR

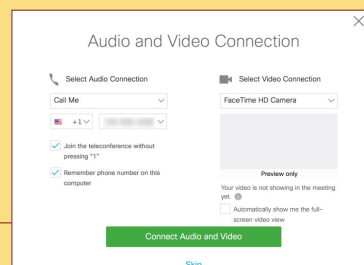
### I Will Call In

- Follow the instructions to dial-in, enter the meeting number, and enter the Attendee ID

### To change the default Video Connection

Click the down arrow and choose your preferred camera (if you have one):

- Integrated Camera (built into your PC/mobile device)
- No Video





## NAVIGATE THE PERSONAL ROOM WINDOW

- **Mute/Unmute:** Mute or Unmute yourself during a meeting by clicking the Microphone icon
- **Start or Stop My Video (webcam):** You can start or stop your video at any time by clicking on the Video Camera icon
- **Recorder:** Record your meeting for others to view after the meeting
- **Chat:** Use chat to send a message to everyone or another participant
- **Lock Room:** Hosts can lock the meeting to prevent unwanted participants. Click the **three dots** at the bottom of the screen and select **Lock Meeting**. An orange alert will appear at the top of the participants panel to admit late attendees

## SHARE CONTENT

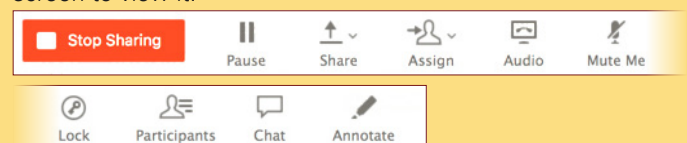
Click the **Share Content** icon at the bottom of the screen to view all sharing options including:

- **Screen:** Share your entire computer screen
- **Application (recommended):** Select an application from the thumbnails of open applications - only that selected application will be visible to your audience when shared

Scroll down to see additional sharing options including File and Whiteboard. When using other options, content will not be viewable to those attending your meeting from video conference rooms.

## THE FULL-SCREEN TOOLBAR

When you are sharing an application or your desktop, the same meeting controls are available in the **Full-screen Toolbar** pictured below. Point your mouse on the top of the screen to view it.



## PILOT SUPPORT

Email: [Webex-feedback@iastate.edu](mailto:Webex-feedback@iastate.edu)