

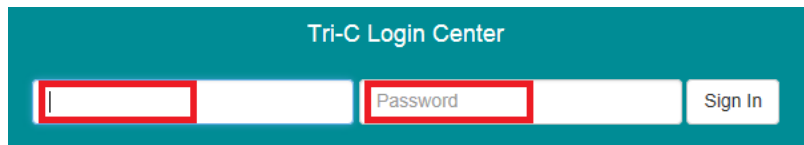
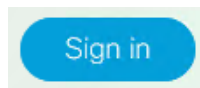
Using Your Personal Room in Student WebEx

A Personal (Meeting) Room is an always-on, “reservationless” meeting that does not require any scheduling. Personal Rooms are a great tool for meeting spontaneously, or meeting one-on-one. The meeting link and numbers are always the same for your Personal Room.

The meeting URL would always be, for example, <https://tri-cstudent.webex.com/meet/S01234567> with your individual S number.

How to launch your Personal Room:

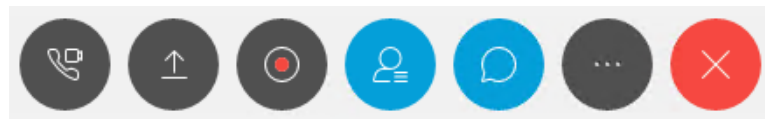
- 1) Navigate to <https://tri-cstudent.webex.com>.
- 2) Click *Sign In* on the upper right-hand corner. Login with your S# and password.



- 3) In the My Personal Room Section, click



- 4) Your Personal Room will launch. Please use the buttons at the bottom to adjust audio/video, and share, invite, and end the meeting.



- 5) Please note that you must launch your Personal Room for others to join, by default! Please check out the Personal Room section under Preferences, for advanced options.