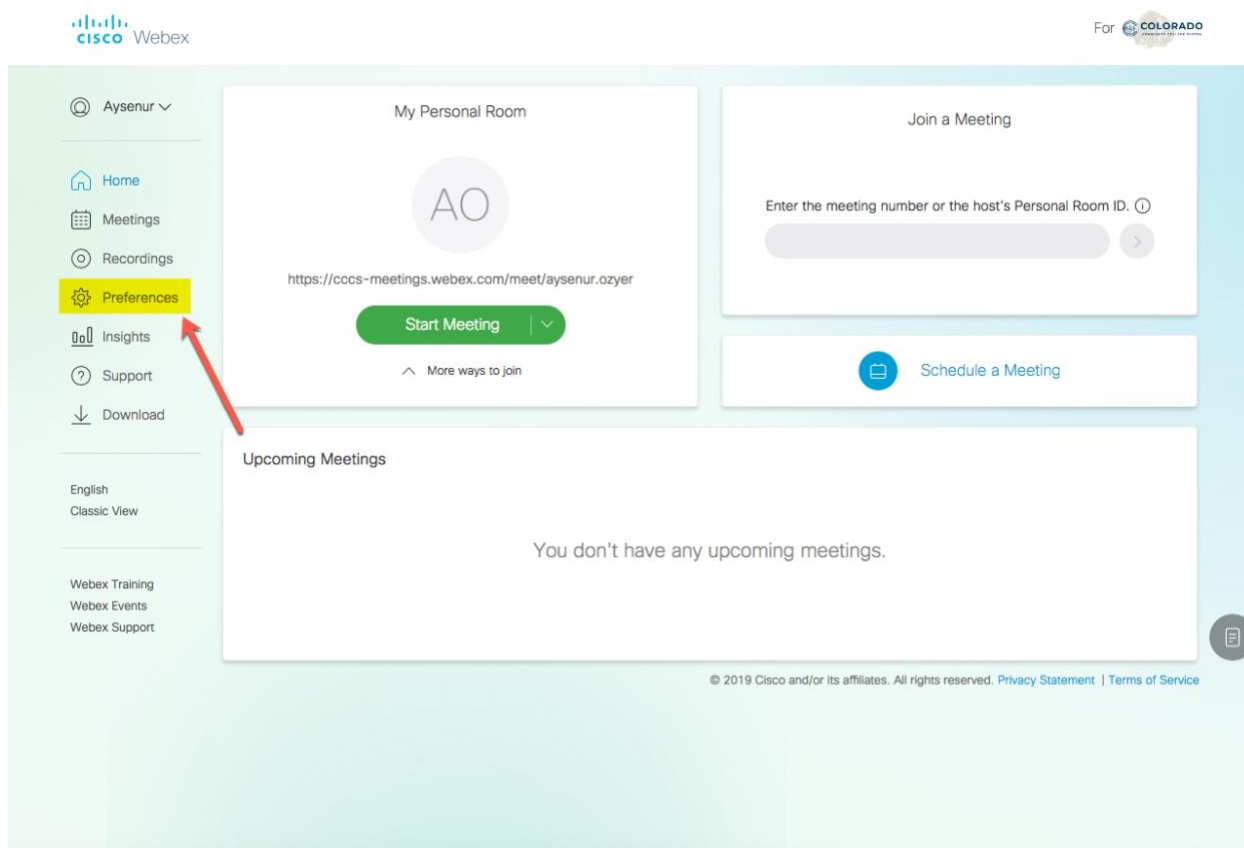
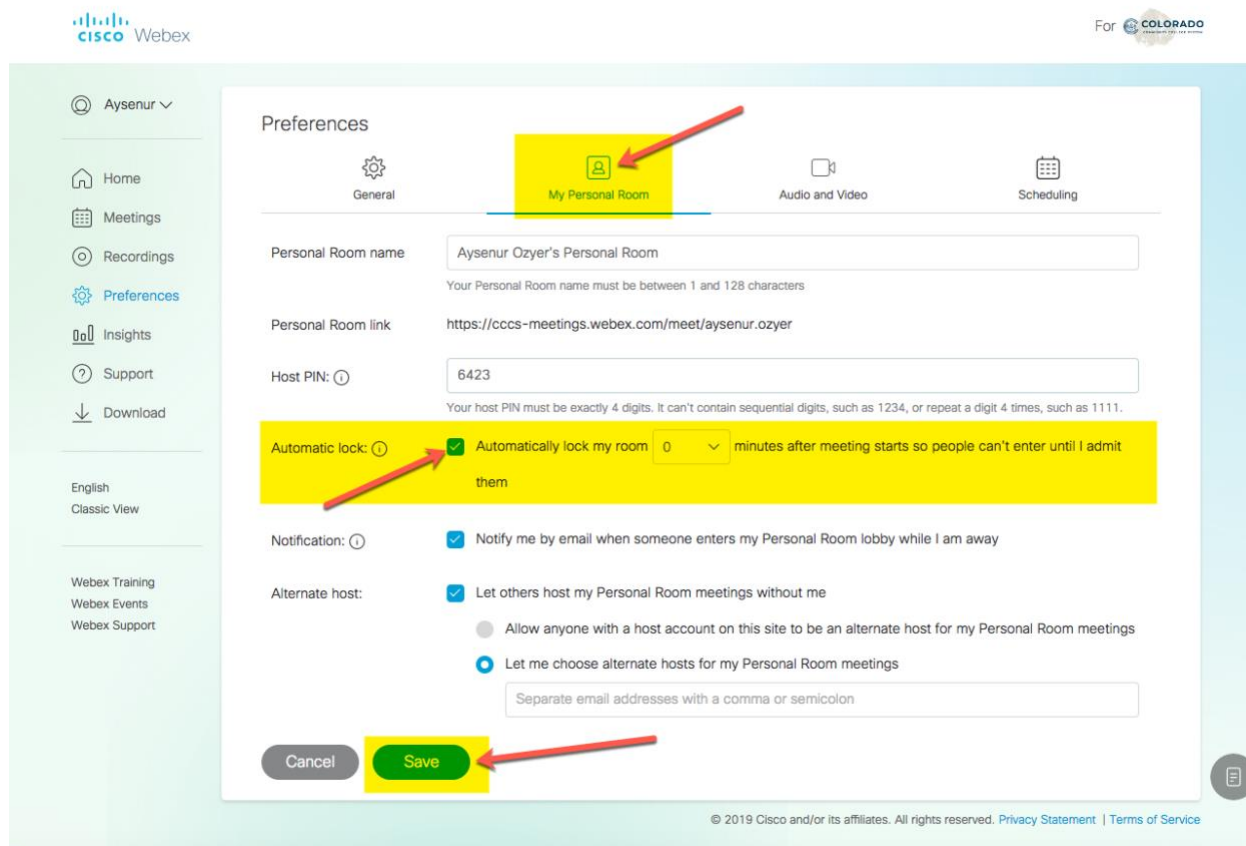


# HOW TO MAKE YOUR PERSONAL WEBEX ROOM PRIVATE

1. On your WebEx home page, click Preferences.



- In the Preferences menu click My Personal Room. Check “Automatically lock my room” box. This will prevent other people entering your room without your permission and it will make your room private. Don’t forget to click Save after you are finished.



**Preferences**

General | **My Personal Room** | Audio and Video | Scheduling

Personal Room name: Aysenur Ozyer's Personal Room  
Your Personal Room name must be between 1 and 128 characters

Personal Room link: <https://cccs-meetings.webex.com/meet/ayseur.ozyer>

Host PIN: 6423  
Your host PIN must be exactly 4 digits. It can't contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.

**Automatic lock:** ☒ Automatically lock my room 0 minutes after meeting starts so people can't enter until I admit them

**Notification:** ☒ Notify me by email when someone enters my Personal Room lobby while I am away

**Alternate host:** ☒ Let others host my Personal Room meetings without me

☐ Allow anyone with a host account on this site to be an alternate host for my Personal Room meetings

☒ Let me choose alternate hosts for my Personal Room meetings

Separate email addresses with a comma or semicolon

Cancel | **Save**

© 2019 Cisco and/or its affiliates. All rights reserved. [Privacy Statement](#) | [Terms of Service](#)