

## HOW TO MAKE YOUR PERSONAL WEBEX ROOM PRIVATE

1. On your WebEx home page, click Preferences.

cisco Webex		For GCLORADO
$\bigcirc$ Aysenur $\vee$	My Personal Room	Join a Meeting
Home Meetings Recordings	AO https://cccs-meetings.webex.com/meet/aysenur.ozyer	Enter the meeting number or the host's Personal Room ID. ①
Insights       Insights       Image: Support       Image: Download	Start Meeting	Schedule a Meeting
English Classic View Webex Training	Upcoming Meetings You don't have any	upcoming meetings.
Webex Support		© 2019 Cisco and/or its affiliates. All rights reserved. Privacy Statement   Terms of Service



2. 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.

)) Aysenur 🗸	Preferences		
Home	င့်ငွဲနဲ General	My Personal Room Audio and Video Scheduling	
Recordings	Personal Room name	Aysenur Ozyer's Personal Room	
Preferences	Personal Room link https://cccs-meetings.webex.com/meet/aysenur.ozyer		
Support	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.	
iglish assic View	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	
Nebex Training Webex Events Webex Support	Alternate host:	<ul> <li>Let others host my Personal Room meetings without me</li> <li>Allow anyone with a host account on this site to be an alternate host for my Personal Room meetings</li> <li>Let me choose alternate hosts for my Personal Room meetings</li> </ul>	
	Cancel	Separate email addresses with a comma or semicolon	