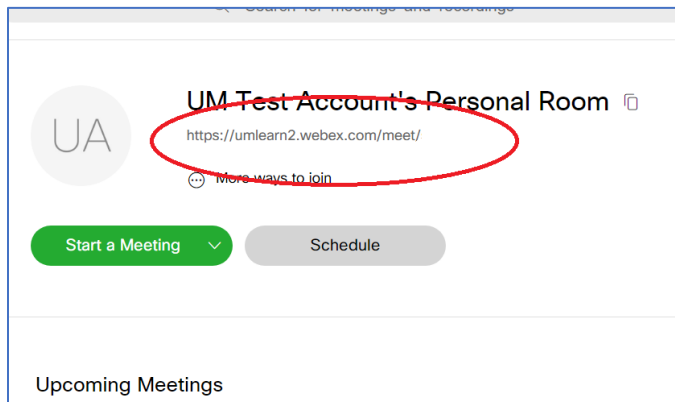


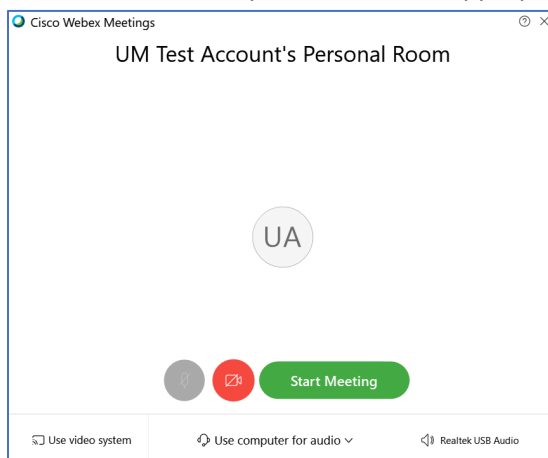
Cisco Webex – Using Personal Rooms

Personal rooms are static web URLs reserved for each Cisco Webex account. You can distribute the personalized URL to anyone and can facilitate videoconferencing sessions at anytime.

1. Visit <http://umlearn2.webex.com> and log in with your Cisco Webex account by selecting *Sign In* (upper right corner).
2. Once logged in, you will be in your personal room. The URL under your personal room title is your personal room URL and can be distributed to others.

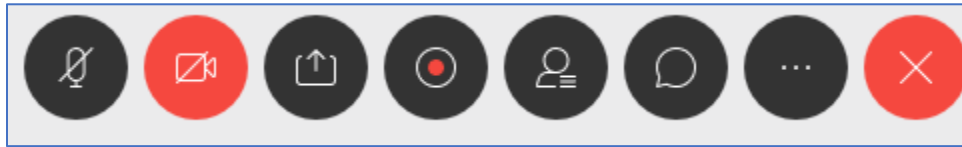


3. When you are ready to start a videoconference, select *Start a Meeting*.
4. On the next screen, you will need to configure your microphone and/or video camera for use with Webex. When your devices are appropriately configured, select *Start Meeting*.



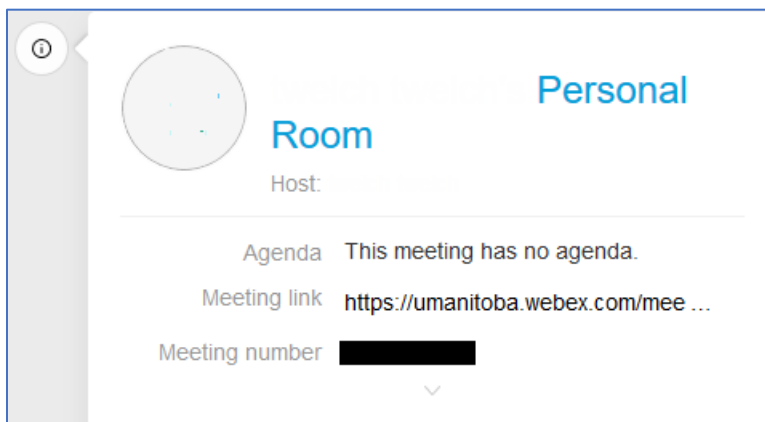
Click "Start meeting," and your browser will open the meeting room.

5: Once in your meeting room, a control panel will be at the bottom of the page, allowing you to access the different functions and features.



Adding/Inviting Participants

To add or invite participants, you will need either your meeting room link or meeting number to invite participants to your meeting. The information is available by clicking the “i” in the upper left corner of the meeting window:



To end the meeting, click the red X and select “End Meeting.”

