Navigating to Your Personal Meeting Room

Start Meeting

1. There are two ways to enter your personal meeting room. From the homepage, you can select Start Meeting.

OR

My Personal Room

2. Select WebEx Meetings on the top menu. Click Host a Meeting on the left menu and select My Personal Room.

My Personal Room

1. Attendees can access your personal room by typing your user ID and selecting Join.
2. When you are ready to start the meeting in your personal room, click the **Start Meeting** button.

Send an Invite to Your Personal Room

1. From your personal room, select the **Invite** icon to invite the attendees to your meeting.

2. Invite the meeting attendees by adding their [@purdue.edu email addresses separated by a semicolon. When complete, click **Invite**.
3. Start the meeting by selecting the **Start Meeting** button.

Meet Now Option

1. Select **WebEx Meetings** on the top menu. Click **Host a Meeting** on the left menu and select **Meet Now**.

2. Once you select **Meet Now**, an email will be sent to your inbox containing meeting information. This can be forwarded to the attendees of your meeting.

3. Start the meeting by selecting the **Start Meeting** button.