



Your Webex Personal Room

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Personal Room Benefits

Your Webex Personal Room is your own virtual conference space that you can use for meetings at any time. Your Personal Room is always available; you don't have to book it, and you always know where to find it.

If you have back-to-back meetings, or need privacy in your Personal Room, you can lock it. When you lock your Personal Room, no one can enter it until you unlock it or admit them. If you don't lock your Personal Room, anyone who has your Personal Room URL can enter at any time.

If your administrator enables Personal Rooms for your site, all of your instant meetings start in your Personal Room. You can still start Meet Now instant meetings from your Webex site, in Classic View.



Attention Because Personal Room meetings don't require scheduling, they don't appear in the **Upcoming Meetings** list for you, or for invitees.

Edit Your Personal Room Settings



Note Personal Room settings are available only in Modern View.

Procedure

- Step 1** Sign in to your Webex site and go to **Preferences > My Personal Room**.
- Step 2** (Optional) Edit your **Personal Room name**.
Your new name can be 1–128 characters.
- Step 3** (Optional) Edit the unique ID portion of your **Personal Room link**.

Your Personal Room link must meet the following criteria:

- 1–64 characters
- At least one alphabetical character
- No special characters, except hyphens (-), periods (.), and underscores (_)
- Not already in use by another account holder

Step 4 (Optional) To enable **Automatic lock**, check the corresponding checkbox and then select the number of minutes to leave the room unlocked after a meeting starts.

If you set the number of minutes to 0, no one can enter your Personal Room until after you admit them.

Step 5 (Optional) To receive email **Notification** when someone enters your Personal Room while you're away, check the corresponding checkbox.

Step 6 Select **Save**.
