**Personal Meeting Rooms (PMR)**

**Personal Meeting Rooms (PMR)** are a persistent meeting space where links and meeting numbers do not change. This is available to all hosts.

**My Personal Room**

Hosts can lock or unlock rooms, invite attendees to join a WebEx Meeting where they wait in the **PMR Lobby** until the host joins, and hosts can receive notifications if attendees are waiting.

To access your My Personal Room page:

1. Navigate to your *WebEx Meeting Site*, located at:

   ```
   http://fdu.webex.com
   ```

   1. Select *My WebEx* from the top menu bar.

2. Then, select *My Personal Room* in the left hand column.

3. To view your PMR information: your URL, meeting number, call-in numbers, and host pin, click on the **More ways to join** icon.

   ![Personal Meeting Room](image)

   **Enter your Personal Meeting Room**

   As a host you can enter your PMR several ways. You can join by your WebEx Meeting Site, using the meeting URL or, by using your WebEx Meeting Number. You can also use your SIP URI to join from a video device.

   **Note:** If you do not know your PMR information, just login into your WebEx Meeting Site and navigate to your *My Personal Room* page, under *My WebEx*.

   **Joining a PMR using the WebEx Meeting Site**

   1. Navigate to your WebEx Meeting Site.

   2. Select *My WebEx*, then *My Personal Room* as you did before when logging into your PMR.

   3. Select the green **Enter Room** or **Start Meeting** button. This will immediately start a WebEx Meeting in your PMR.

**Changing your Host PIN**

To change your Host PIN:

1. Navigate to your *My WebEx* page.

2. Select *Preferences* from the left hand column.

3. Edit your PMR options under *My Personal Room* on the *Preferences* page.

**Joining a PMR using the URL**

1. Open a browser window.

2. Enter your PMR URL:

   ```
   fdu.webex.com/meet/username
   ```

**Joining a PMR using a video device**

1. From any video device, enter your personal **URI** and select the **Call** button.

2. Follow the prompts. (Note: If entering your own PMR, you will be prompted to enter your **Host Pin**.)

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*Cisco WebEx*
Inviting Attendees to your Personal Room
You can invite others to your Personal Meeting Room by copy and pasting your PMR URL or your SIP URI to an email or calendar invite, or you can use the Invite icon option on your My Personal Room page. Simply, select Invite. Enter attendee emails. Then, click Send.

Locking your PMR
In your Personal Meeting Room, you can lock your meeting directly from your Quick Start Tab. Locking allows you to restrict access to your meeting to avoid uninvited guest. Simply, select the Lock Room button on your Quick Start Tab and no one will be able to join your meeting until you select Unlock Room.

To learn more about how to join or host meetings using WebEx, visit: http://help.WebEx.com