

# Set up Your Webex Personal Meeting Room Preferences

## ONE-TIME SET UP INSTRUCTIONS

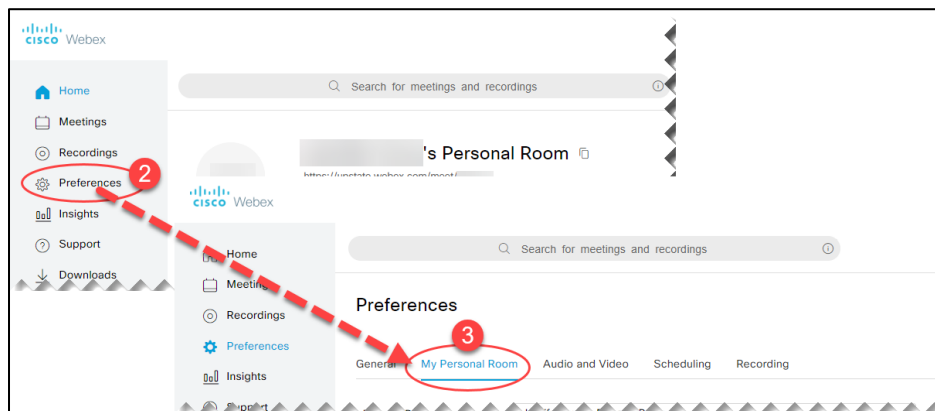
Cisco Webex supports Personal Meeting Rooms for its users. Providers who will see patients for appointments remotely can set up their Personal Meeting Room. **Providers MUST set up their Personal Meeting Room preferences to have an automatic lock for patient privacy and to allow alternate hosts so that other team members such as nurses or front desk staff can support their Personal Meeting Room.**

## Log in to Cisco Webex for Upstate

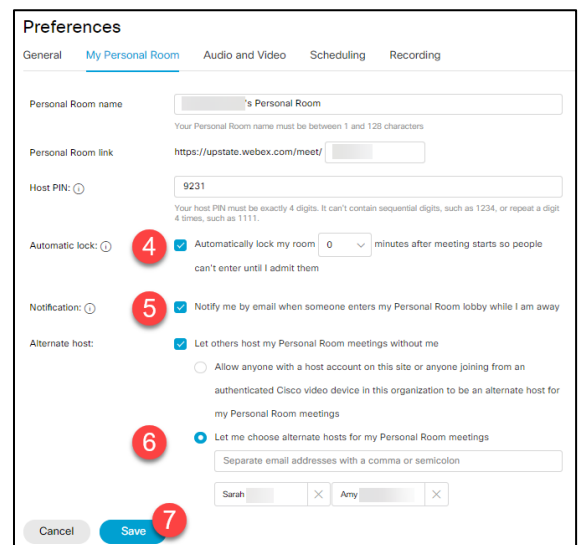
1. Visit <https://upstate.webex.com>. Log in with your Upstate network credentials (email address & password).

## Access & Set up Personal Meeting Room Preferences

2. From your Cisco Webex homepage, use the menu on the left to navigate to **Preferences**.
3. From the Preferences menu, select the **My Personal Room** tab at the top.



4. **Automatic Lock** - **Critical for patient privacy**
  - a. **Check the box to automatically lock the room 0 minutes after the meeting starts.** This means that meeting attendees can only join if permitted by the host.
5. **Notification**
  - a. The "Notify me..." setting is enabled by default. You will receive an email notification when an attendee arrives to the meeting lobby awaiting entry.
6. **Alternate host**
  - a. You have the option to indicate specific team members who can serve as an alternate host for your Personal Meeting Room.
7. Click **Save** when finished with your preferences.



**Preferences**

General **My Personal Room** Audio and Video Scheduling Recording

Personal Room name: [Name]'s Personal Room  
Your Personal Room name must be between 1 and 128 characters

Personal Room link: <https://upstate.webex.com/join/...>

Host PIN: 9231  
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.

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

Alternate host:  Let others host my Personal Room meetings without me  
 Allow anyone with a host account on this site or anyone joining from an authenticated Cisco video device in this organization to be an alternate host for my Personal Room meetings

Let me choose alternate hosts for my Personal Room meetings  
Separate email addresses with a comma or semicolon

Sarah × Amy ×

Cancel Save

## You Can Also...

- Modify the Personal Meeting Room display name and link in Preferences.