

# Virtual Inpatient Care QRG

## Creating a Personal Lobby in Your Personal Meeting Room

This QRG is designed to show the Clinician how to set up a Personal Lobby within your Personal Meeting Room in Cisco WebEx and includes:

- [Signing into WebEx Meetings](#)
- [Setting Preferences](#)
- [Creating a Personal Lobby](#)

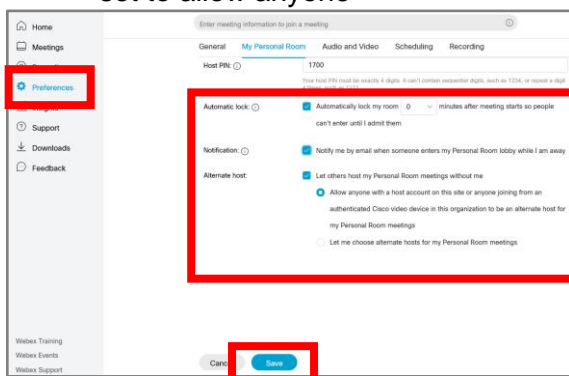
### How to Create A Personal Lobby in your Personal Meeting Room

There are two options for creating a personal lobby:

- Default settings for all meetings
- Settings for a single meeting

#### Option 1. (Ongoing for all meetings in your Personal Room)

1. Go to [monashhealth.webex.com](https://monashhealth.webex.com)
2. Click on **Sign In** → WebEx Meetings
3. Sign in using your **Monash Health email** and then enter your **Employee ID** and **Password**
4. Click on **Preferences** → **My Personal Room** and update the following:
  - Automatically lock my room > set to 0 minutes
  - Alternate host: Let others Host My Personal Room meetings without me > set to allow anyone



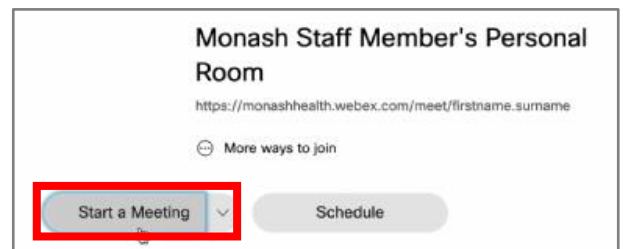
5. Click on **Save**
6. You have now created a Personal Lobby for all future meetings.

#### Option 2. (For a single meeting in your Personal Room)

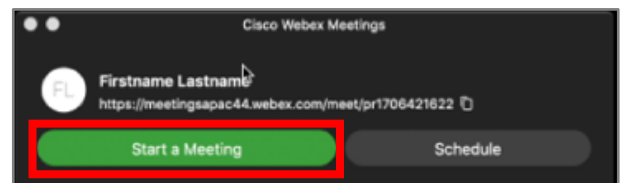
#### Starting a Meeting

1. Click on **Start Meeting** from either the Website ([monashhealth.webex.com](https://monashhealth.webex.com)) or Desktop App:

- Figure 1 From **Website**

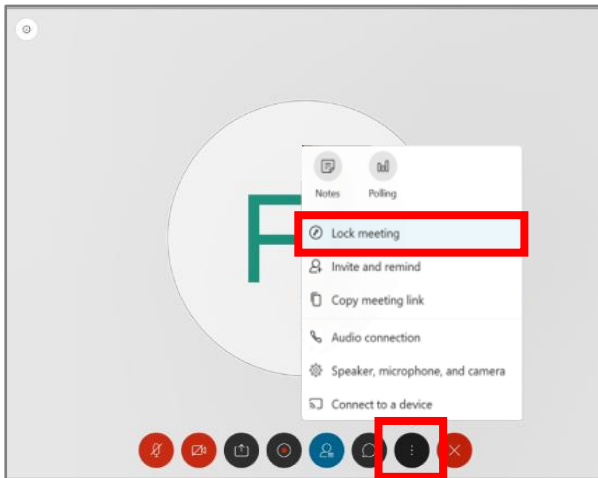


- Figure 2 From **Desktop App**



**NOTE:** The Desktop App contains less functionality than the Website

2. Click on the **ellipses** and select **Lock Meeting** to create a **Personal Lobby**.



3. Your **Meeting Room** is now locked.

**NOTE:** If you lock the session from within the meeting, it may not remain locked when you attend the next meeting.

To ensure your meeting room is always locked and your Lobby is set up, use the Option 1 workflow.

Further information can be found at:

<https://help.webex.com/en-us/vjfafi/Lock-or-Unlock-Your-Cisco-Webex-Personal-Room>