
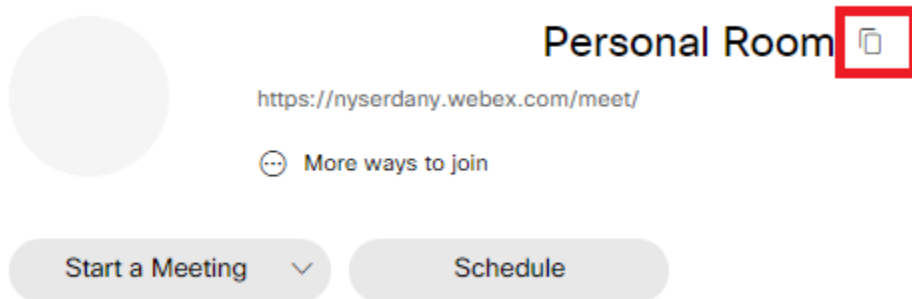

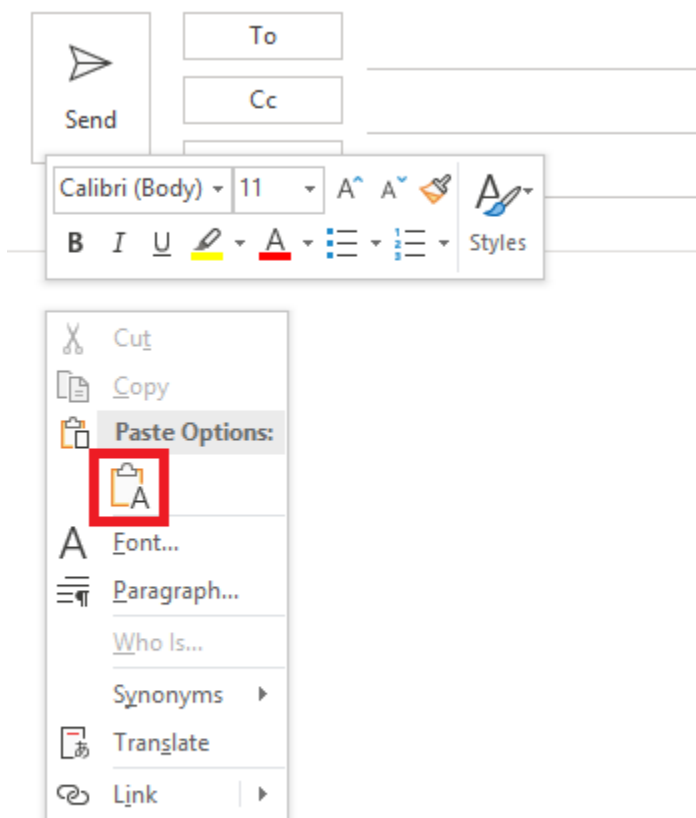


WebEx Meeting: Starting a Meeting in your Personal Room


1. Log into your Personal WebEx Account (Instructions can be found [here](#))
2. Click on the  icon next to your Personal Room title.



1. Within Outlook open a new email or calendar invite and right click in the body of that email/invite.
2. Select the  icon to paste the attendee connection information for your WebEx.



1. In the "To" field, enter the names of the people that you'd like to attend your meeting and click "Send"

2  Send	1 To	Email.Address@gmail.com; Attendee@aol.com
	Cc	
	Bcc	
Subject		Meeting

Personal Room

<https://nyserdany.webex.com/meet/Your.Name> | 929026769

Join by video system

Dial Your.Email@nyserdany.webex.com and enter your host PIN .

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

+1-646-992-2010 United States Toll (New York City)

Access code: 929 026 769

If you need to schedule a meeting at a later date/time, navigating here: [WebEx+Meeting_+Scheduling+a+Meeting+with+your+WebEx+account0](#)