# How to use WebEx to hold Virtual Office Hours

Each WebEx host account comes with a personal meeting room that can be used for online office hours, instant meetings and private meetings.

The web address for your personal meeting room never changes, and is unique to you: https://gwu.webex.com/meet/ABCD, where ABCD is your NetID. E.g., if your NET ID is xyz, your personal meeting room will be https://gwu.webex.com/meet/xyz. This is the web address that you will give to others so they can meet you in your personal meeting room.

1. Log-in to your Cisco WebEx Site (gwu.webex.com)
2. Under **Webex Meetings,** select **Host a Meeting** and select **My Personal Room**
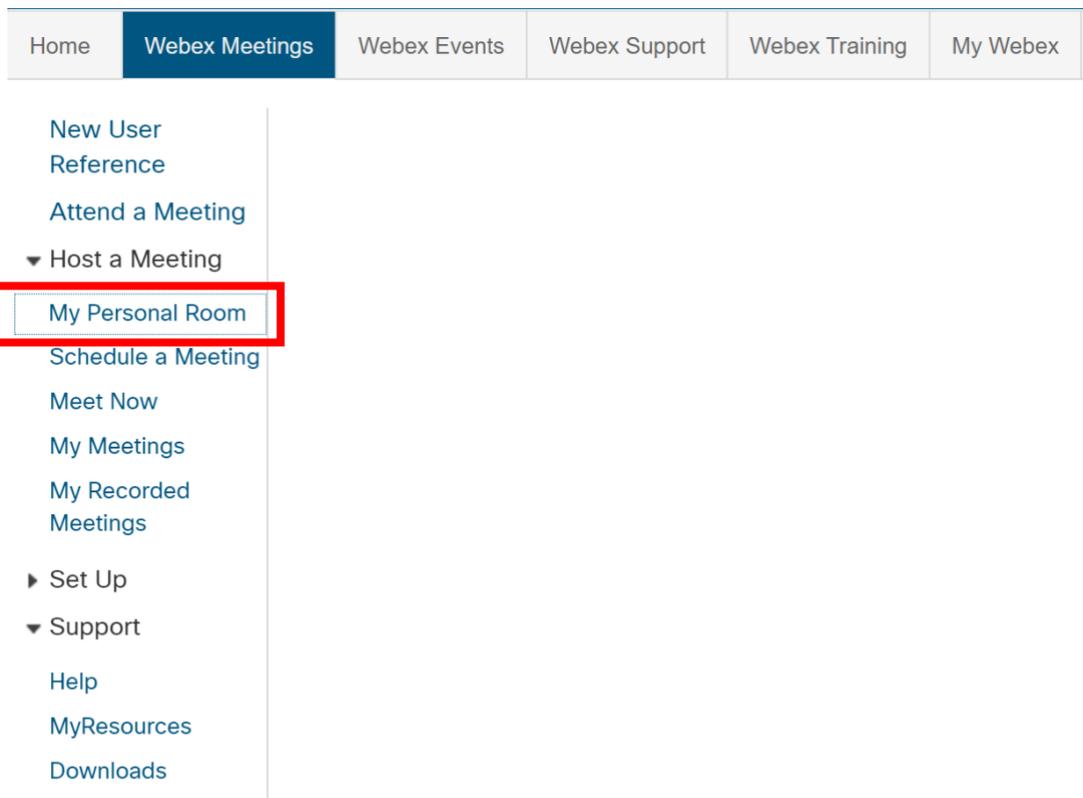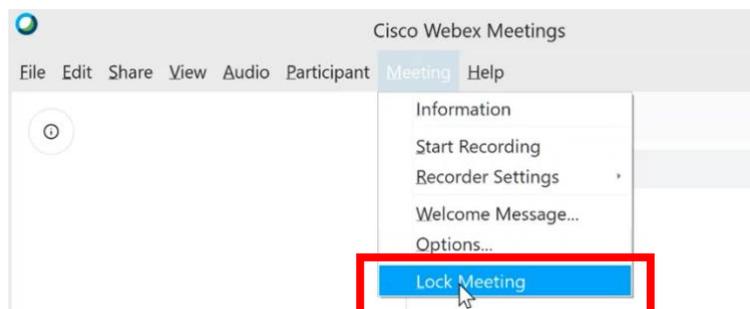

3. Click on **Start Meeting**

4. You be able to see a screen like the image below, **just with yourself**.
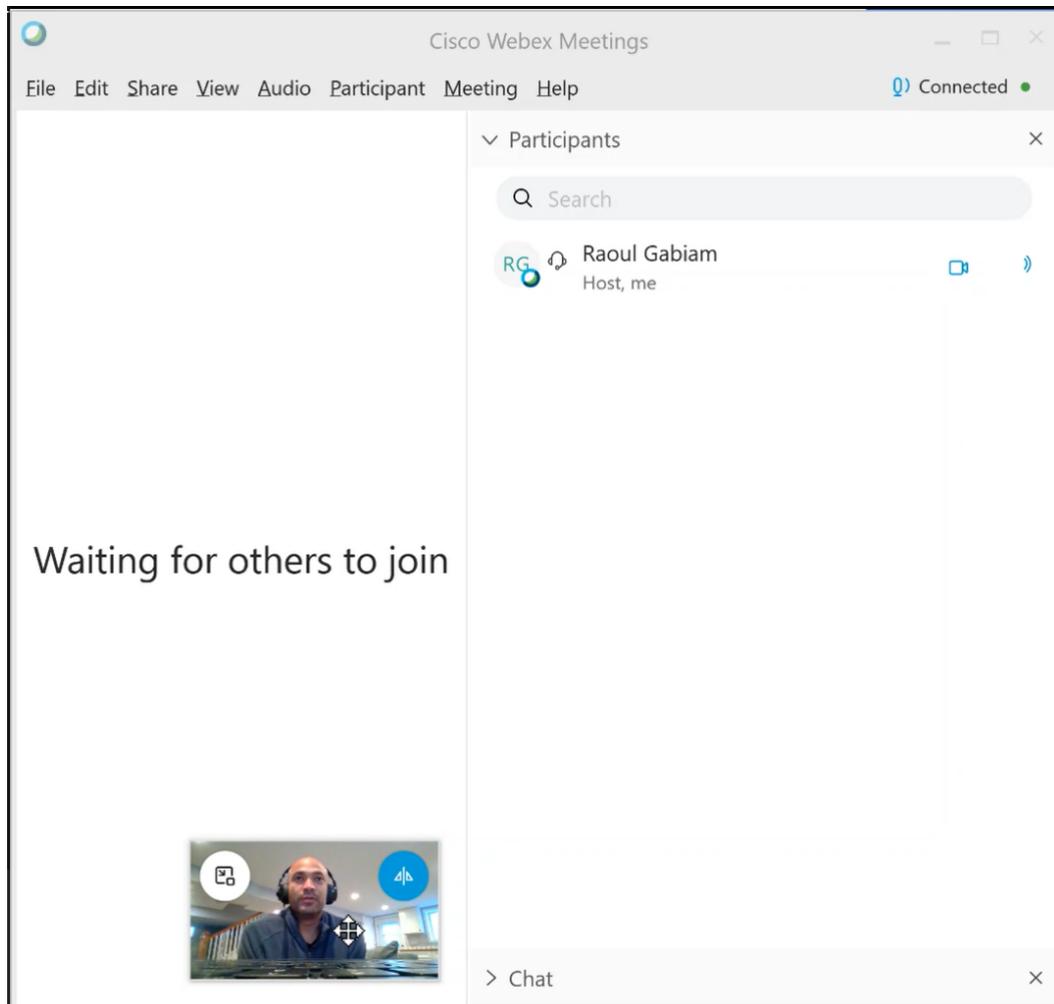
5. At this point, anyone with the link to your personal room can join. To review who wants to join your room before you let them in, please continue with the following steps.
6. At the top menu section, select **Meeting.** Then, select **Lock Meeting**

7. At the top left corner, you will be able to see a key which indicates the **Meeting is locked**. Anyone who visits your room while it is locked will wait in your virtual lobby until you let them in.
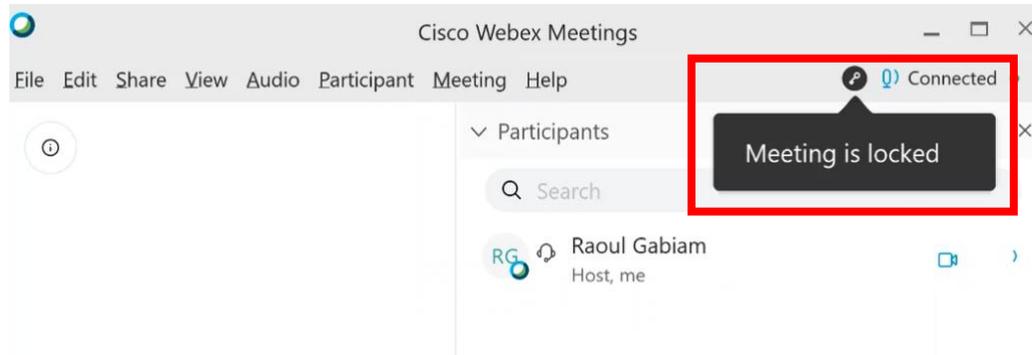
8. When someone enters your virtual lobby, you will be notified of the waiting visitor. Click the notification to open it.

9. Click on **Admit** in order to admit one person at a time to your meeting.
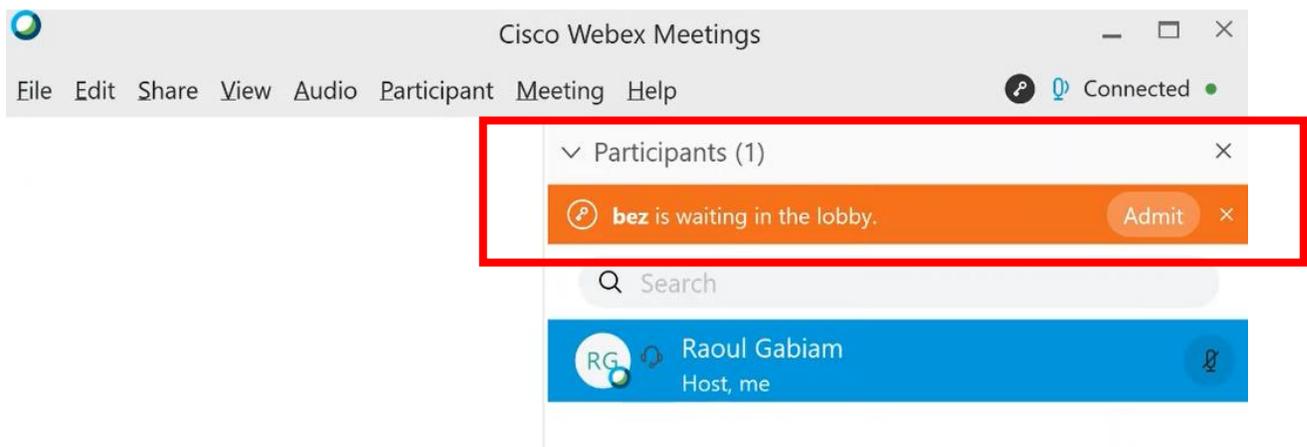
10. You may have more than one person waiting in your virtual lobby. You can admit one at a time, or many. Click on the "key" icon next to the "number of participants waiting in the lobby", select all or the one/s you are ready to admit and press "admit"
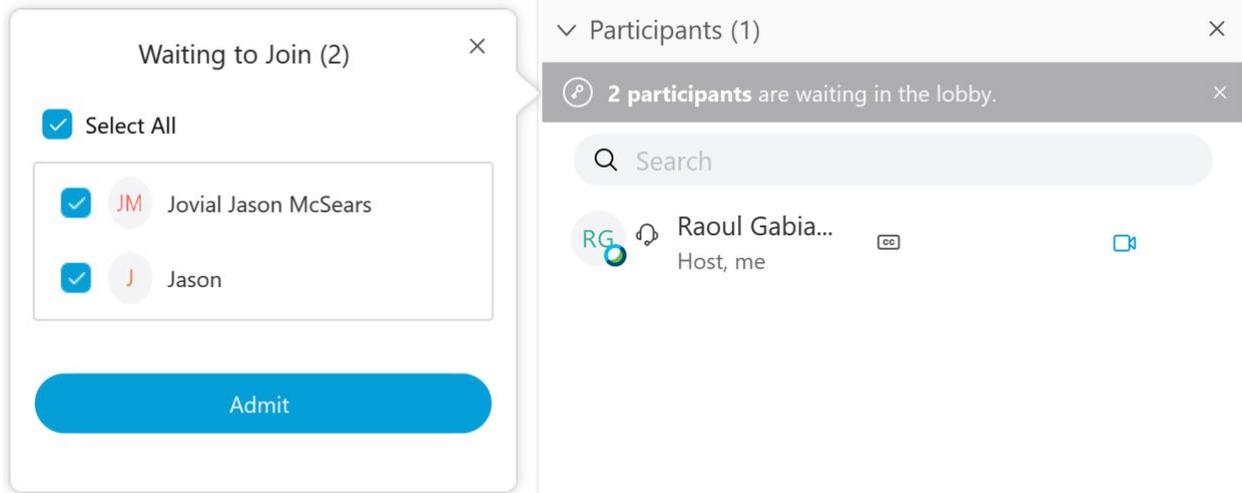
11. When you are done with your online office hours session click the red **X** button at the bottom of the screen, then select **End Meeting**.