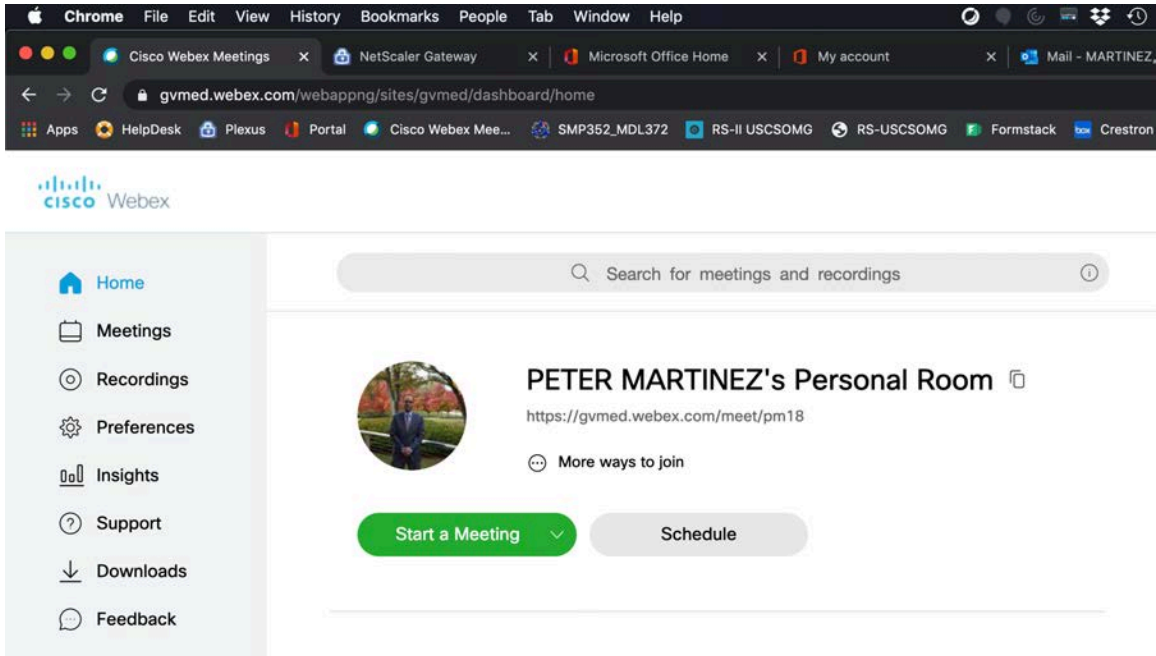
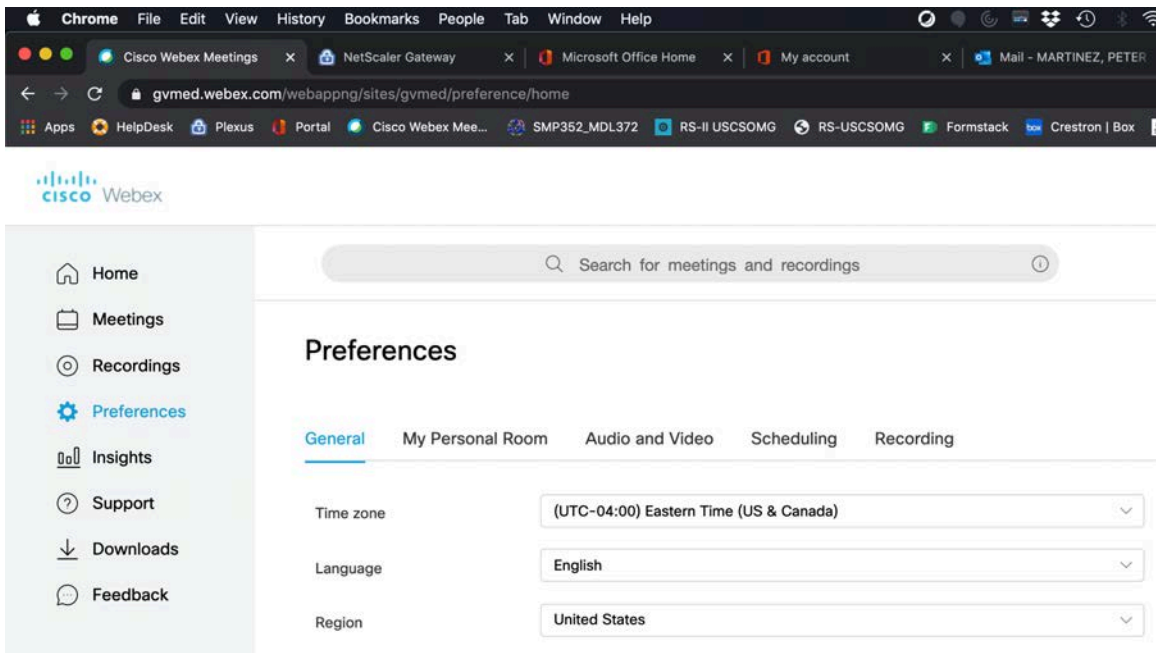


- When choosing an alternate host to kick off your WebEx meeting for you, Go to gvmc.webex.com
- Sign in to your account. You will enter your home tab in your account.



- Go to Preferences section at the right of the screen. You will be placed in the General Tab.



- Click on My Personal Room

The screenshot shows the 'Preferences' page for a personal room. The left sidebar contains navigation options: Home, Meetings, Recordings, Preferences (highlighted), Insights, Support, Downloads, and Feedback. Below these are links for Webex Training, Webex Events, and Webex Support. The main content area is titled 'Preferences' and has tabs for General, My Personal Room (selected), Audio and Video, Scheduling, and Recording. Under 'My Personal Room', the following settings are visible:

- Personal Room name:** PETER MARTINEZ's Personal Room (Note: Your Personal Room name must be between 1 and 128 characters)
- Personal Room link:** https://gvmed.webex.com/meet/pm18
- Host PIN:** 8377 (Note: 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

- Scroll to the bottom to find the Alternate Host section

- Check Let others host my Personal Room meetings without me

NOTE: the following 2 options are your personal choice and only one can be selected at a time. These can be modified as needed.

- Check 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.

NOTE: This will allow anyone who is a part of gvmed.webex.com organization access to kick off and host a session provided that they are the first participant to join.

- 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

Cancel Save

- OR Click Let me choose alternate hosts for my Personal Room meetings

NOTE: This will allow specific people of your choosing and only those people to have host privileges when joining your call. You will need to enter their UofSC email

accounts associated with their gymed.webex.com accounts.

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

egregg@greenvillemed.sc.edu

Cancel Save

- If you have selected, Let me choose alternate hosts for my Personal Room meetings, you must enter in the emails of the alternate host

NOTE: If entering multiple emails, separate the emails with a [, comma] or a [; semicolon]

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

ERIC GREGG ×

Cancel Save

- Click Save