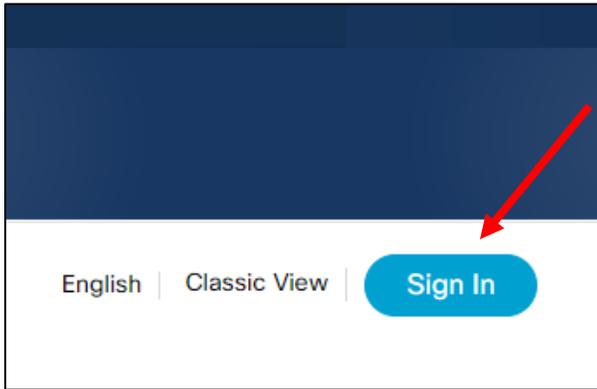


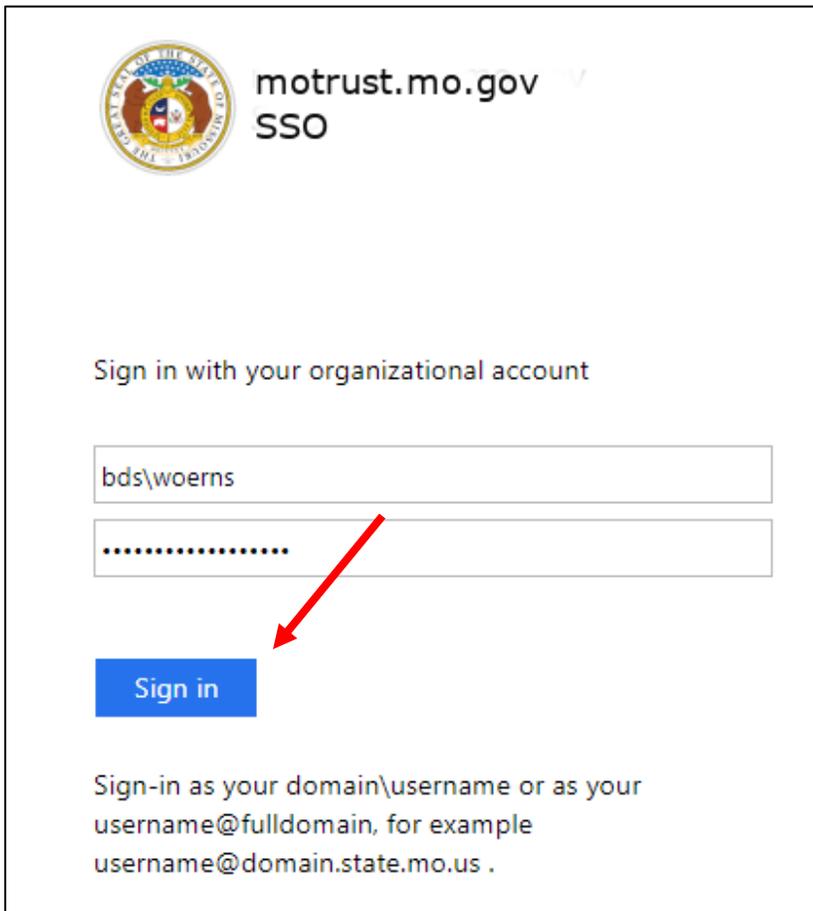
Using Your WebEx Personal Room

These rooms are a way to open a quick conference to communicate with others. Since the meeting number never changes, no invitations need to be sent via WebEx. Once this information is distributed, it can be used over and over, indefinitely. Simply distribute the meeting number to anyone who you want to meet with and they will be able to join you in your Personal Room. To find your Personal Room information, please follow the steps below.

1. Go to stateofmo.webex.com and click on **Sign In** (upper right hand corner of the page).



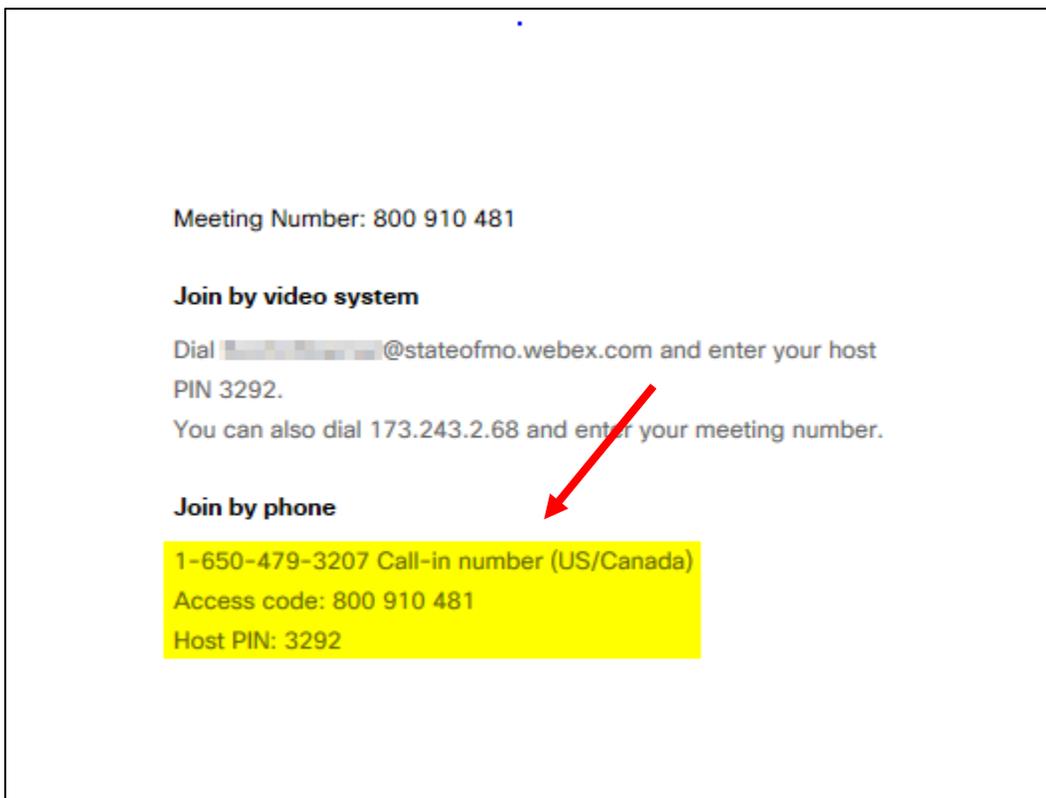
2. Enter your credentials per the instructions on the motrust.mo.gov (SSO) page, then click **Sign in**.

A screenshot of the login page for the Missouri State Trust (SSO) at motrust.mo.gov. The page features the Missouri state seal logo on the left and the text 'motrust.mo.gov SSO' on the right. Below the logo, the text 'Sign in with your organizational account' is displayed. There are two input fields: the first contains the text 'bds\woerns' and the second contains a series of dots representing a password. A blue 'Sign in' button is located below the password field, with a red arrow pointing to it. At the bottom of the page, there is instructional text: 'Sign-in as your domain\username or as your username@fulldomain, for example username@domain.state.mo.us .'

3. From the home page, click on **More way to join**.



4. From here, you will see the information you need under the Join by phone section.



5. A new account will automatically be generated. This will include the call in number, host access code and attendee access code. Since the access code never changes, you can forward this information to everyone you want to potentially be part of these meetings – no need to wait for an invitation. They can store this information and use it whenever you elect to use your Personal Room.
6. Some takeaways:
 - a. There is no charge for using your WebEx Personal Room.
 - b. The call in number and access code never change and can be used indefinitely.
 - c. Personal Rooms function just like a normal WebEx Meeting – you can share your screen, share video, etc.
 - d. The Call Me feature is available if joining from your PC / Smart phone / tablet, with the WebEx app installed.
 - e. If you want others to start the meeting, you will need to provide them with your 4-digit Host PIN number.