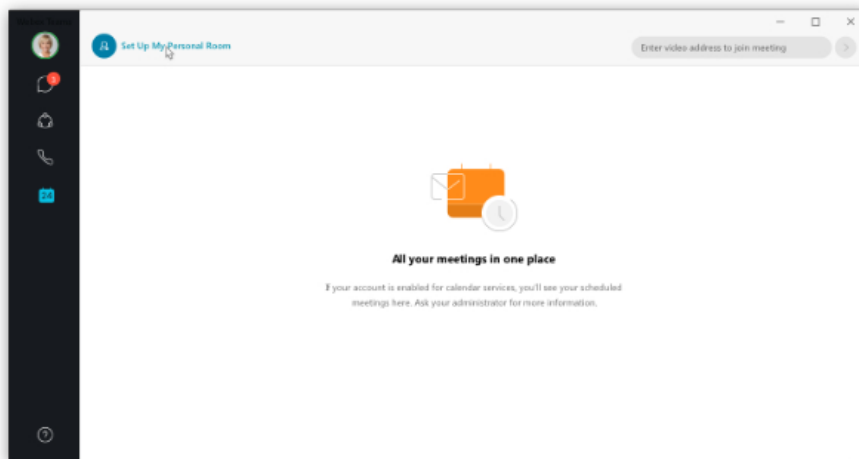# Set Up Your Cisco Webex Personal Room in Cisco Webex Teams

If you have a Cisco Webex account, you can use your Webex Personal Room for your meetings in Webex Teams. If it's not already set up for you, you can set it up yourself. If you have multiple Personal Rooms, you can choose which one to use in Webex Teams.

Your Personal Room may already be set up in Webex Teams. To check, go to **Meetings** [11] and see if your personal room link is included at the top of your screen. If it is, you're all set and don't need to do a thing.
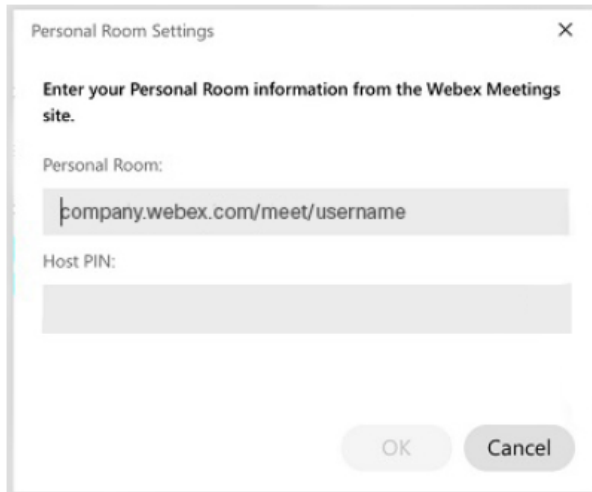
If you see **Set Up My Personal Room** instead, follow these steps to set it up.

1. Go to **Meetings** [11] and click **Set Up My Personal Room**.

2   Enter the Personal Room link in the format `https://company.webex.com/meet/username` or
`company.webex.com/meet/username` and then enter your host PIN.

     💡   If you belong to multiple Webex sites and, as a result, have multiple Personal Rooms, you
can choose the room you prefer to associate with Webex Teams.

Personal Room Settings   ✕

**Enter your Personal Room information from the Webex Meetings
site.**

Personal Room:

| company.webex.com/meet/username |

Host PIN:

| |

      OK   Cancel

If you're not sure what your Personal Room link and host PIN are, you can go to your Webex
site to see them. Your Webex site link is usually in the format company.webex.com. After you
sign in, go to **My Webex** > **Preferences** > **My Personal Room** in Classic View or **Preferences** >
My Personal Room in Modern View to see them. If a Personal Room link and host PIN don't
appear there, a Personal Room is not enabled for you on your site. Contact your site
administrator.

3   Click **Save**.