

Setting up a PIN for your WebEx Meeting Create a complex PIN (personal identification number) for your personal WebEx meetings and protect it. This prevents someone from using your personal WebEx meeting without your consent. To create a PIN for your meeting:

1. Log into *nih.webex.com*.
2. Click the *Meeting Center* tab.
3. In the left column, Click on *Setup*, and then click *Preferences*.
4. Click on *My Personal Room* to expand.
5. Fill out the *Host PIN* field.

The screenshot shows the 'Unified Communications & Collaboration' interface. The 'Meeting Center' tab is selected. The left sidebar shows a navigation menu with 'Set Up' expanded to 'Preferences'. The main content area is titled 'Preferences' and has 'Expand all | Collapse all' options. Under the 'My Personal Room' section, the 'Room name' is 'Rick Legaspi's Personal Room' and the 'URL' is 'https://nih.webex.com/meet/RickL'. The 'Host PIN' field is empty and highlighted with a red box. Below it, a red error message states: 'Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.'

6. Click *Save* at the bottom of the page.