Quick user Guide: Login, Starting or scheduling a meeting

1) First login to our WebEx site to create an account. https://uthealth.webex.com
2) Login using your UT-Houston email address and UT-Houston password.

3) Use the WebEx tool in outlook to start or schedule a meeting.

At least one attendee must be included in the Outlook meeting request (This can be you). Once the scheduled meeting is created, the meeting information (see below) can be copied from the WebEx meeting in outlook and emailed or posted in Canvas.
WebEx Quick user Guide: Meeting Center (Starting the Meeting)

Once it is time to start the meeting, Click on the meeting link that was created in Outlook and the screen below will open.

*click on the screen if the bottom menu is hidden and it will appear.*