1. Log in to our WebEx site.

2. Enter your UTHealth email address and password.

3. Click on Meeting Center.
4. Under Host a Meeting, click Schedule a Meeting.

5. On the Meeting Type selection make sure to select “Meeting Center PRO_2”

6. If you see the Advanced Scheduler page, click Quick Scheduler.
Scheduling a Meeting using the WebEx Website/Portal Guide

7. Enter a Meeting Topic (Title of the Meeting), then enter and confirm the meeting password if needed. (Passwords are not required)
8. Specify the Date, Time and Duration. (Setting duration is for planning only — the meeting will continue until you end it.)
9. Enter the email addresses of people you want to invite.
10. Click the green Start button to begin the meeting now or click Schedule Meeting if you changed the time or date.
To start a meeting you scheduled, click *My Meetings*, then locate the meeting and click *Start*.

For Advanced Scheduling options such as reoccurring WebEx meetings as well as updating some of the more advanced meeting settings and attendee options choose the Advanced Scheduler.