Login, Starting or Scheduling a Meeting

1. First login to our WebEx site to create an account. [https://uthealth.webex.com](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.
Meeting Center (Starting the Meeting)
Click on the meeting link that was created in Outlook and the screen below will open.

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