Scheduling a Meeting using the WebEx Website/Portal

1. Log in to our WebEx site at: https://uthealth.webex.com.

2. Enter your UTHealth username and password.

3. Click on “Schedule a meeting”.

4. On the Meeting Type use the default.

5. Enter a **Meeting Topic** (*Title of the Meeting*)

6. A meeting password is autogenerated, but can be changed
7. Click the down arrow and specify the **Date, Time** and **Duration**. (Duration is for planning only, the meeting will continue until you end it.)

![Date and Time selection](image)

8. Enter the **email addresses** of people you want to invite in Attendees.
9. Click the blue “Schedule” button (it will say “Start” if the meeting is eminent)

![Schedule button](image)

10. For advanced scheduling options such as adding cohosts and locking meetings, as well as updating some of the more advanced meeting settings and attendee options, click on “Show Advanced Options”.

*It is not recommended that you use WebEx with a VPN connection, as this could affect performance.*