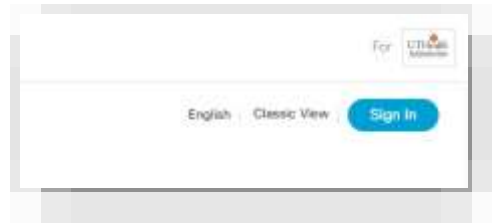


Scheduling a Meeting using the WebEx Website/Portal

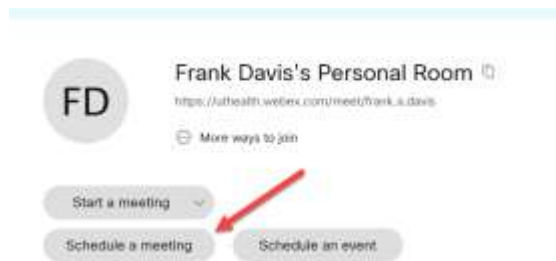
1. Log in to our WebEx site at:
<https://uthealth.webex.com>.



2. Enter your UTHealth username and password.



3. Click on "Schedule a meeting".



4. On the Meeting Type use the default.

Schedule a meeting Meeting templates: Webex Meetings Default

Meeting type: Webex Meetings Pro 1000

* Meeting topic ←

* Meeting password: v262TMAYdyx ←

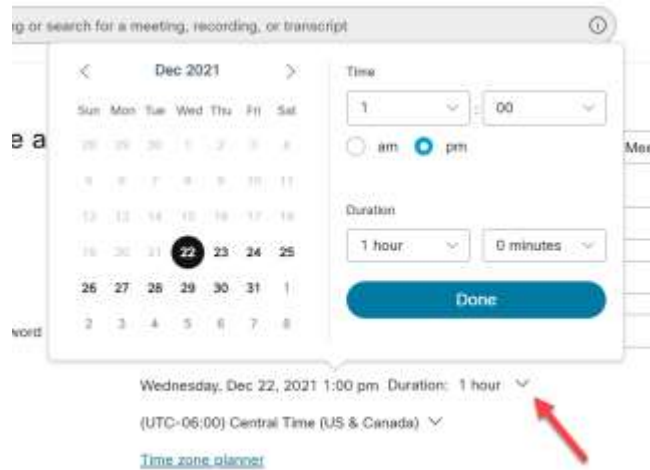
Date and time: Wednesday, Dec 22, 2021 1:00 pm Duration: 1 hour
(UTC-06:00) Central Time (US & Canada)

[Time zone planner](#)

5. Enter a **Meeting Topic** (*Title of the Meeting*)
6. A meeting password is autogenerated, but can be changed

Scheduling a Meeting using the WebEx Website/Portal

- Click the down arrow and specify the **Date**, **Time** and **Duration**. (Duration is for planning only, the meeting will continue until you end it.)



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



- 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.