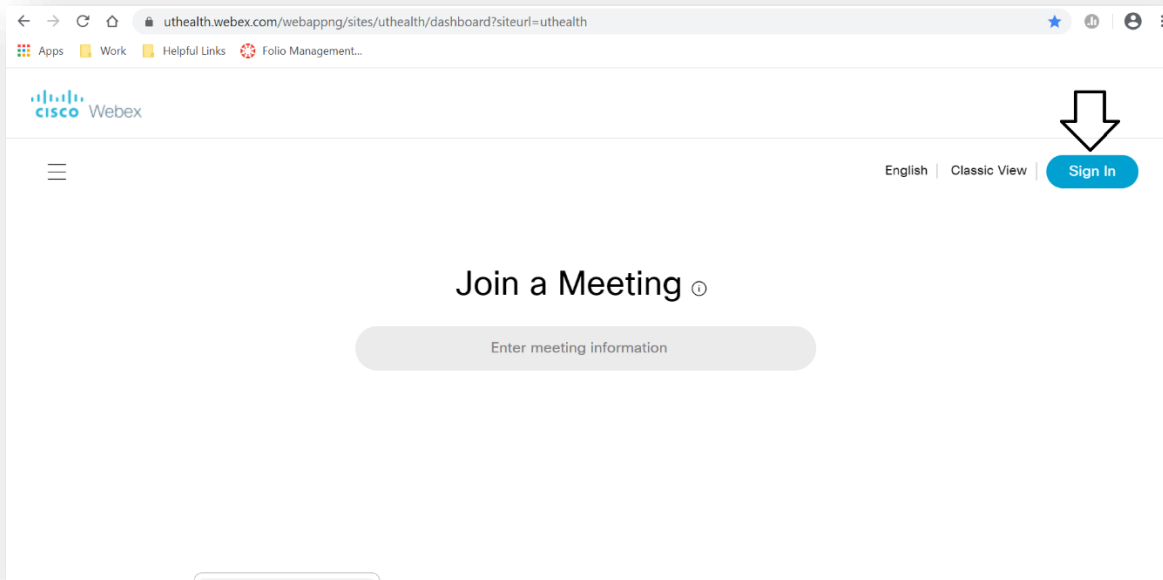


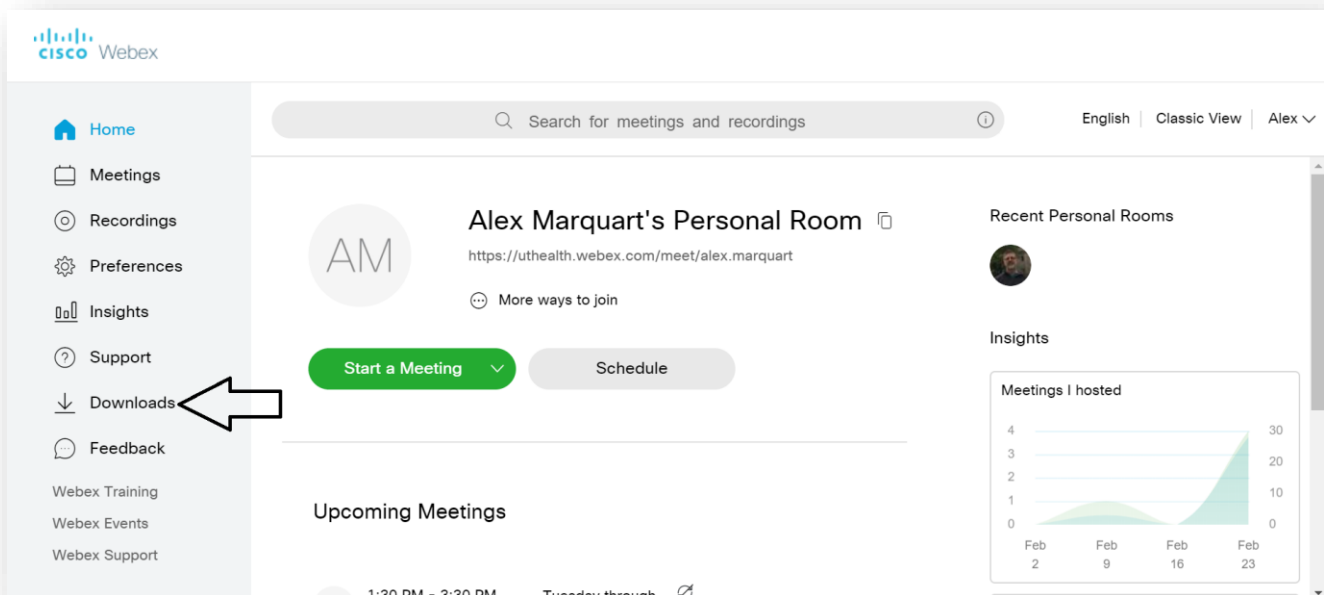
WebEx Desktop App Download and Use

The WebEx desktop application can be used to launch meetings just like Outlook. This guide will show you how to download and use the app.

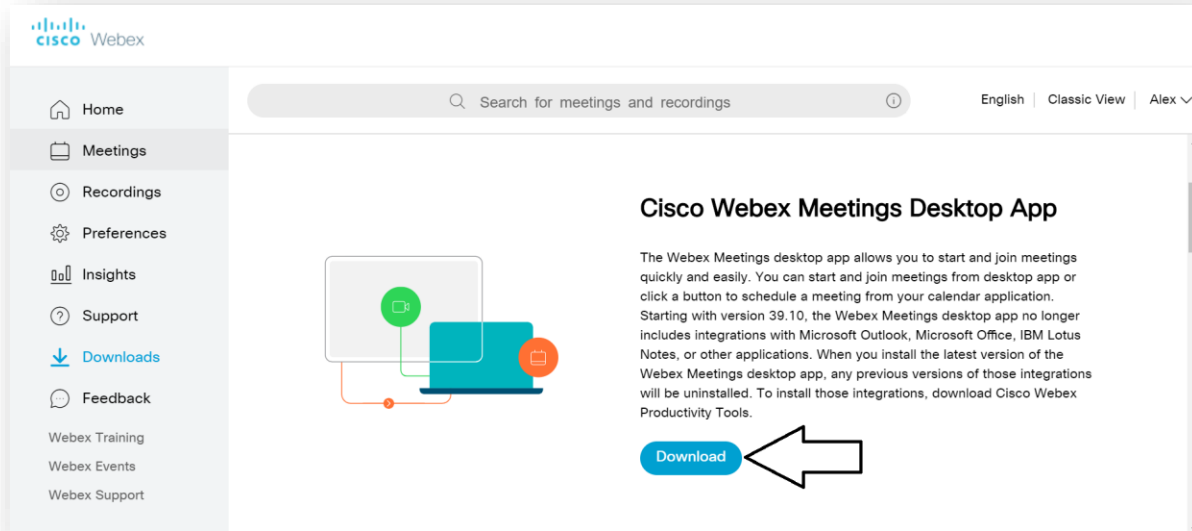
- First, navigate to the UTH WebEx website: <https://uthealth.webex.com>
- Sign in by clicking the **Sign In** button in the top right corner of the page (see below).



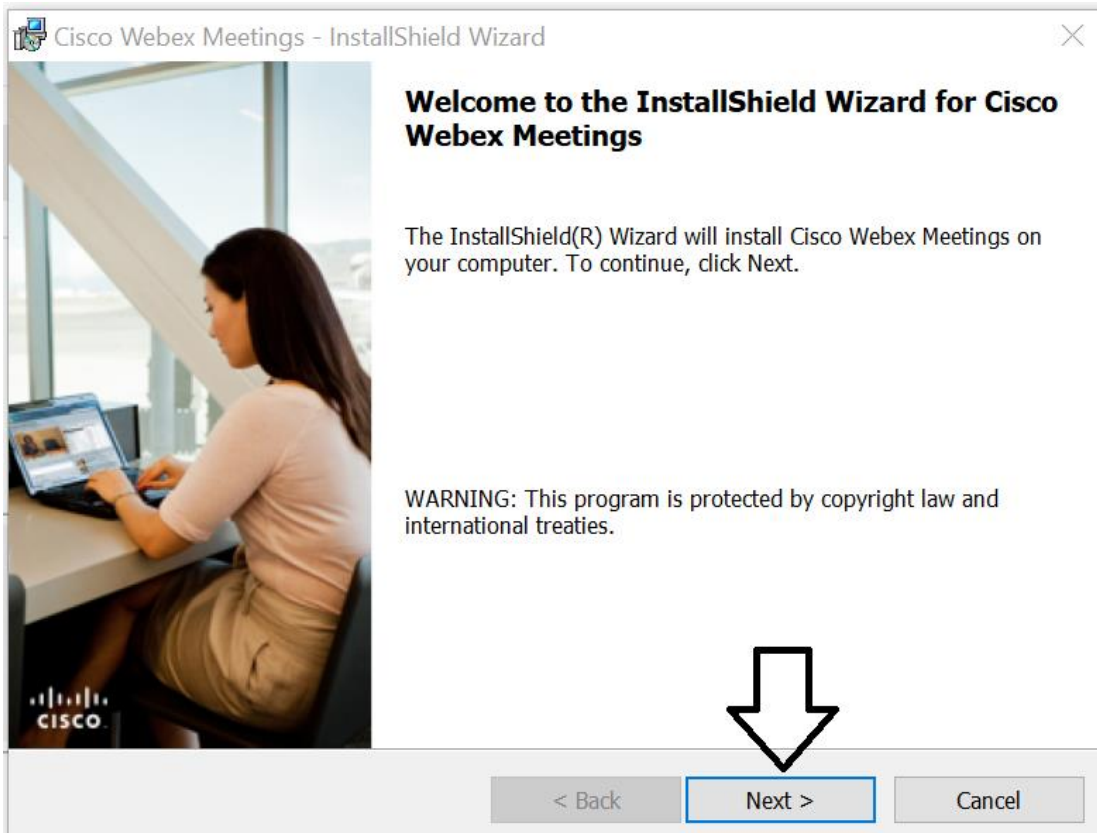
- Click the **Downloads** from the menu on the left side of the page.



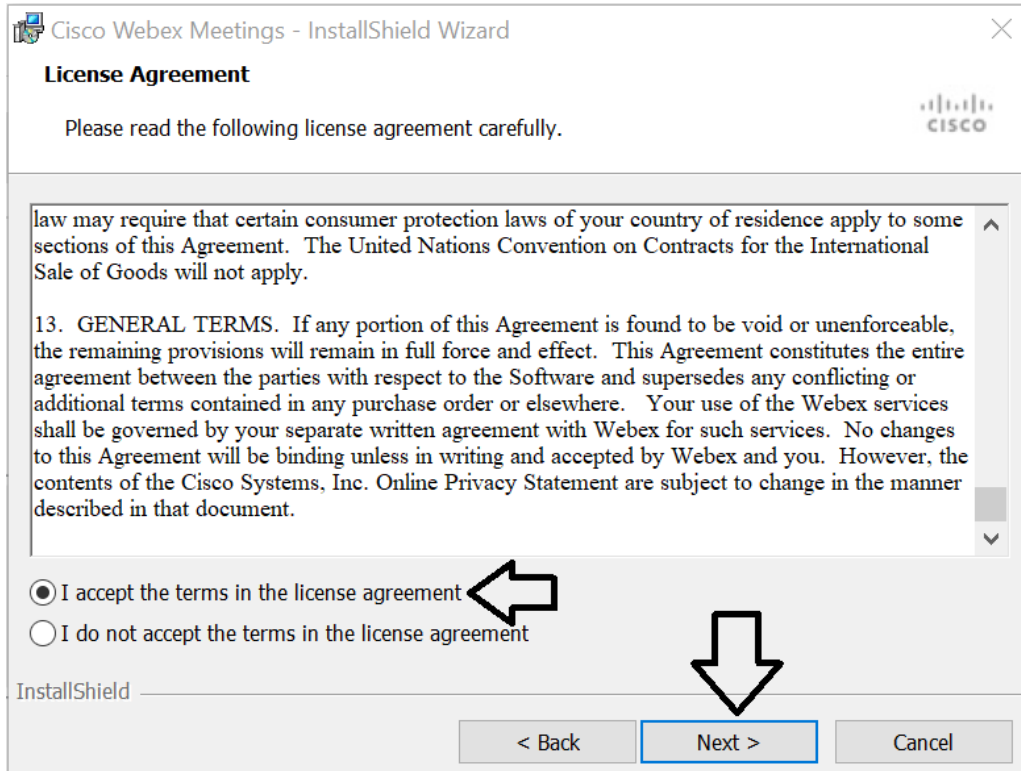
- Click the **Download** button for the Cisco WebEx Meetings Desktop App (If you are presented with two **Download** buttons for either Apple or Windows operating systems click the button that corresponds with your machine's operating system).



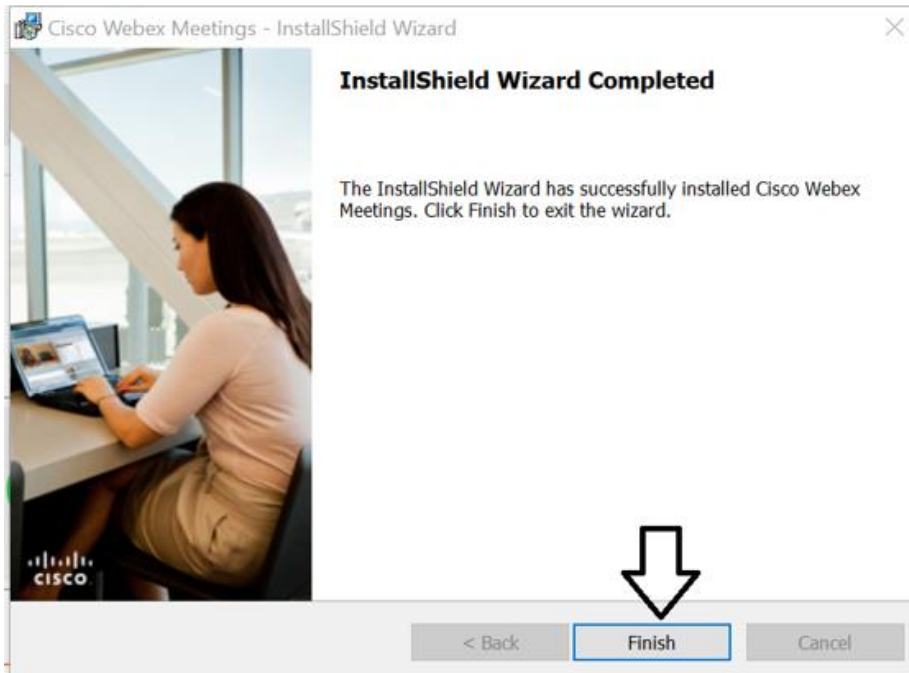
- Open the file once it downloads the install wizard will launch. Follow along with the wizard by first clicking **Next**.



- Accept the license agreement and click **Next** again. Then click **Install**.



- The application will begin installing. This could take a few minutes. Once it is finished you will be presented with the screen below. Click **Finish**.

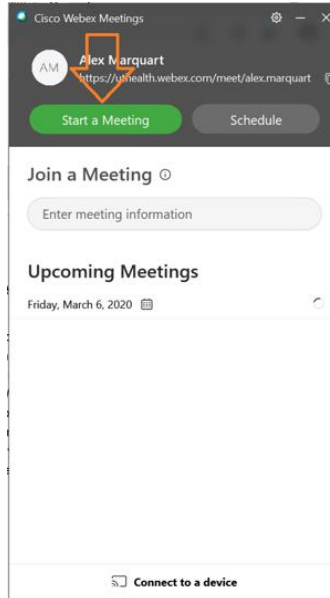


After clicking the finish button the application will launch on the right side of your screen. You may then use the application to schedule and start meetings.

Overview of the WebEx Desktop App

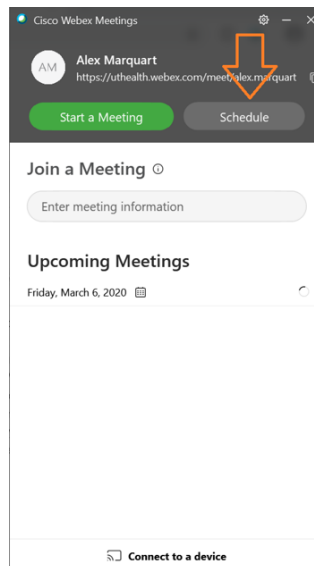
The **Start a Meeting** button will open your personal meeting room where you can then invite attendees.

Note: If you have scheduled a meeting, this is NOT the button you will use to start it. This button is only for your personal meeting room. Instructions for starting meetings you have scheduled can be found below in the section about “Upcoming Meetings.”



The **Schedule** button will allow you to schedule meetings.

Note: If you have Outlook installed clicking **Schedule** will open Outlook for scheduling the meeting. If you do not have Outlook installed it will open the WebEx website for scheduling. See training on Scheduling a Webex meeting with the Website for more info.



The **Upcoming Meetings** section of the app will display any meetings you are a part of. Meetings you have created will also show a **Start** button that will allow you to start your meeting.

Note: If you have Outlook set up on your machine then Outlook meetings will display here as well.

