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
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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.)

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)

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.