First, login to the UTHealth WebEx site (https://uthealth.webex.com) using your UTHealth account and password. Click on the “Sign In” button on the top right of the webpage, and the login screen below will open.

1. Click on Schedule a meeting.

2. On the Meeting Type use the default (whatever option is already chosen for you).
3. Leave **Meeting Type** as **WebEx Meetings Pro 1000**
4. Enter a **Meeting Topic** (The title of the meeting which will be shown), then enter a **Meeting Password**, if needed (passwords are not required).
5. Specify the **Date, Time, and Duration**. (Duration is for planning purposes only, the meeting will continue up to 24 hours until you end it.)
6. Enter the **email addresses** of people you want to invite in Attendees.
7. Click the **Start** button to begin the meeting immediately or click the **Schedule** button if the meeting is scheduled to begin in the future. *It is recommend that you DO NOT use WebEx with a VPN connection, as this could affect performance.*
8. For advanced scheduling options such as reoccurring WebEx meetings as well as updating some of the more advanced meeting settings and attendee options choose the Show Advanced Options.

**WEBEX QUICK GUIDE: MEETING CENTER (STARTING THE MEETING)**

When it is time to start, look under **upcoming meetings** on the WebEx website and click on the meeting link that was created. Once you click on the **Start** button, the entry screen *(below)* will open and you can choose how to connect when you continue on to the meeting. Click **Start Meeting** once you have gone through the settings.

*Pro Tip: It is always a good idea to test your speaker and Microphone in this entry screen before starting the meeting.*

You may also use your personal meeting room for a meeting which is always available and is formatted using the first part of your email address: https://uthealth.webex.com/meet/first_name.middleinitial.last_name
WebEx Meeting room buttons:

1) **Mute** or **unmute** yourself.
2) If you have a video camera, this button allows you to **turn on** or **turn off** your video camera.
3) **Share** your screen.
4) If you have been given recording rights, you will be able to activate the **Record** button.
5) **React** with an emoji, or virtually “raise your hand” to ask a question.
6) **More Options**: Gives you the options of locking the meeting, copying the meeting information to send to others, etc.
7) **Exit the meeting**.
8) Opens/closes the **Participant** window.
9) Opens/closes the **Chat** window.