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**.
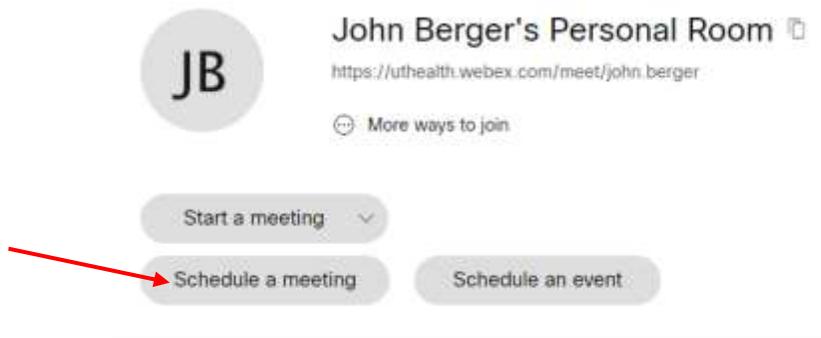
2. On the Meeting Type use the default (whatever option is already chosen for you).
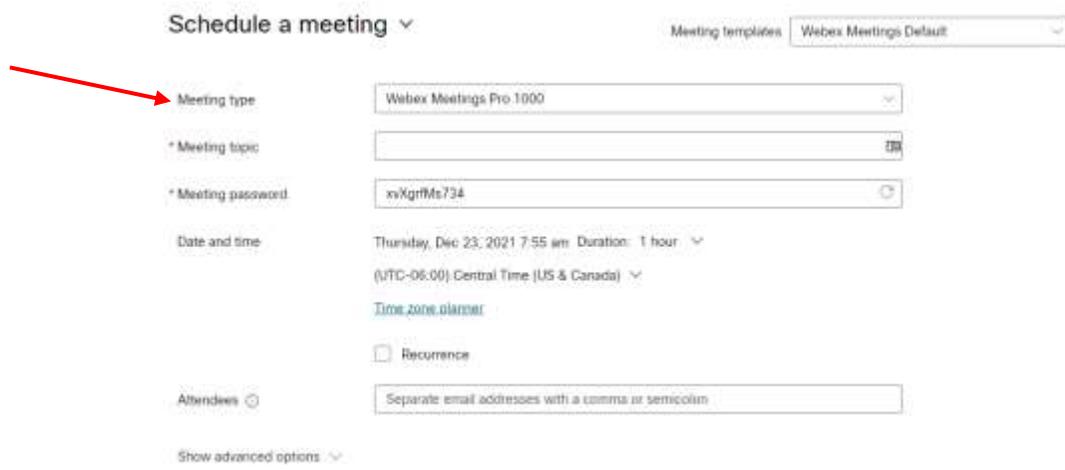
3. Leave **Meeting Type** as **WebEx Meetings Pro 1000**
4. Enter a **Meeting Topic** *(The title of the meeting which will be shown)*, then enter a **Meeting Password**, if needed (passwords are not required).
5. Specify the **Date, Time,** and **Duration**. (Duration is for planning purposes only, 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 formated using the first part of your email address: https://uthealth.webex.com/meet/*firstname.middleinitial.lastname*
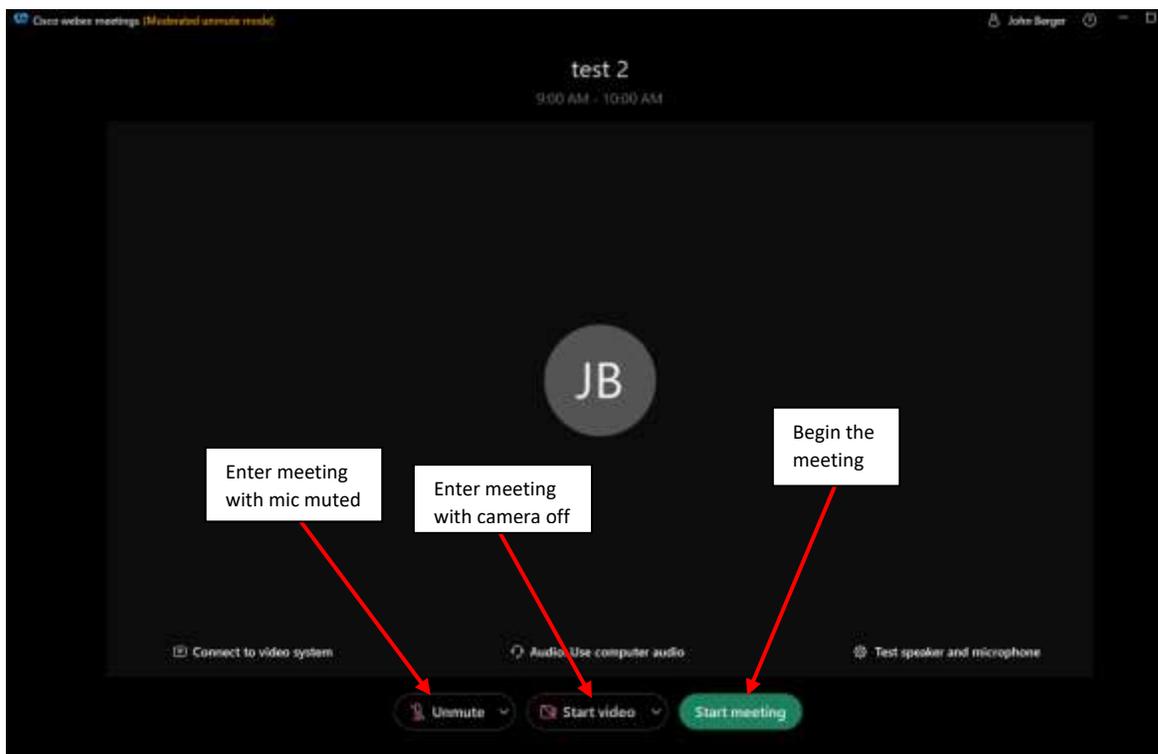
WebEx Meeting room buttons:
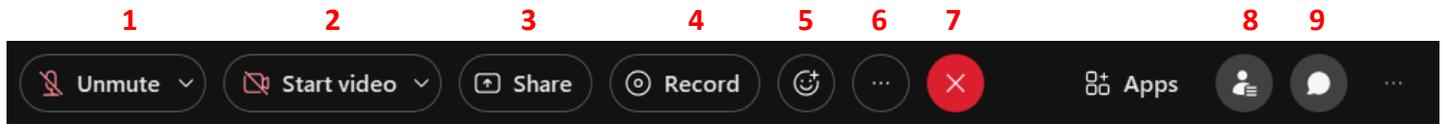
1) **Mute** or **unmute** yourself.
2) If you have a video camera, this button allows you to **turn on** or **turn off** your video camera
3) **Share** your screen
4) If you have been given recording rights, you will be able to activate the **Record** button
5) **React** with an emoji, or virtually "raise 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.