First, login to the UTHealth WebEx site (https://uthealth.webex.com) using your UT-Houston single sign on account and password.

1. Click on Schedule.

2. On the Meeting Type use the default (whatever option is already chosen for you).

3. Enter a Meeting Topic (The title of the meeting which will be shown), then enter a Meeting Password, if needed (passwords are not required).

4. Specify the Date, Time and Duration. (Duration is for planning purposes only, the meeting will continue up to 24 hours until you end it.)

5. Enter the email addresses of people you want to invite in Attendees.

6. Click the blue Start button to begin the meeting immediately or click the blue 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.

7. For advanced scheduling options such as reoccuring 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, click on the meeting link that was created and the meeting screen (below) will open. You may also use your meeting room which is always available and is formatted using the first part of your email address:

https://uthealth.webex.com/meet/firstname.middleinitial.lastname

Here is an explanation of the button options available in the WebEx Meeting room: