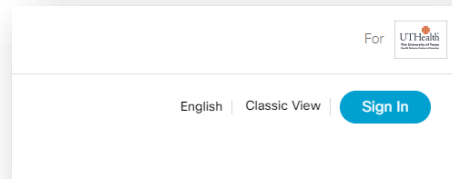
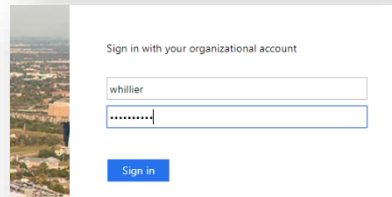


Scheduling a Meeting using the WebEx Website/Portal

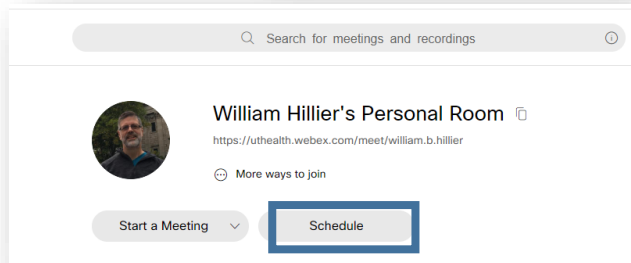
1. Log in to our WebEx site at:
<https://uthealth.webex.com>.



2. Enter your UTHealth username and password.



3. Click on "Schedule".



4. On the Meeting Type use the default.

Schedule a Meeting Meeting templates Webex Meetings Default

Meeting type Webex Meetings Pro 1000

* Meeting topic

Meeting password

Date and time Wednesday, Sep 16, 2020 3:15 pm Duration: 1 hour

(UTC-05:00) Central Time (US & Canada)

Recurrence

5. Enter a **Meeting Topic** (*Title of the Meeting*), then enter and confirm the **Meeting Password** (if needed - Passwords are not required).
6. Specify the **Date, Time** and **Duration**. (Duration is for planning only, the meeting will continue until you end it.)
7. Enter the **email addresses** of people you want to invite in Attendees.
8. Click the blue "Start" button (the meeting is eminent) to begin the meeting now or click the blue "Schedule" button if the meeting is scheduled in the future. *It is not recommend that you use WebEx with a VPN connection, as this could affect performance.
9. 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.