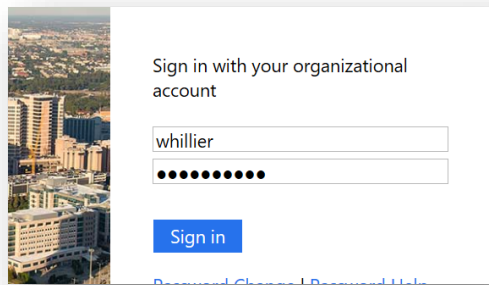
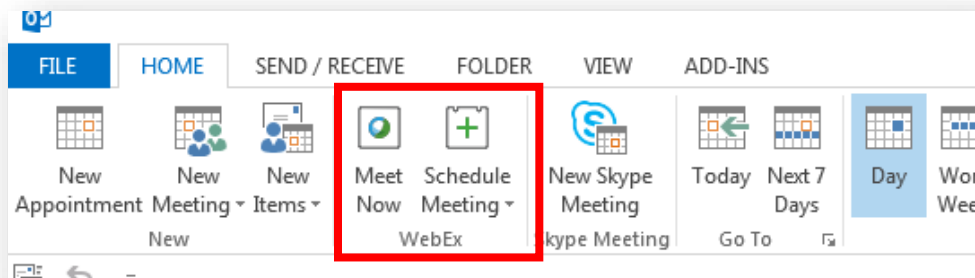


Cisco webex Quick Guide: Logging in, starting, or scheduling a meeting

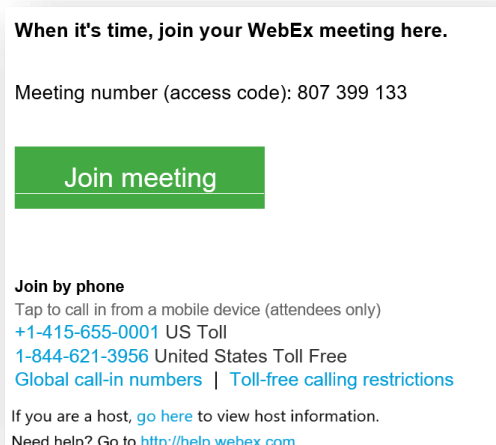
To create your WebEx account, login to our WebEx site (<https://uthealth.webex.com>) using your UT-Houston account and password.



Use the Webex tool in Outlook to start or schedule a meeting.



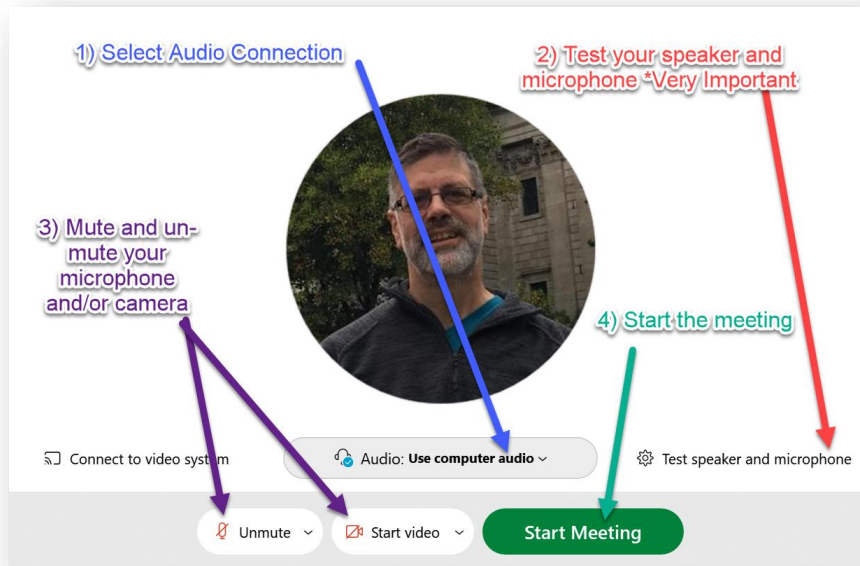
At least one attendee must be included in the Outlook meeting request (This can be you). Once the scheduled meeting is created, the meeting information that is produced (like the example below) can be copied from the WebEx meeting in Outlook and emailed or posted in Canvas. This information can also be found by opening the Outlook meeting reservation.



WebEx Quick Guide: Meeting Center (Starting the Meeting)

Click on the meeting link that was created in Outlook and the meeting screen (below) will open.

It is not recommend that you use WebEx with a VPN connection, as this could affect performance. Be aware that if you are using RDP to remote into your office computer and you start a Webex session it will be **on your office computer**. The mic, camera, and speakers used for the WebEx will actually be in your office so you cannot be seen, heard, or hear anyone. It is best to just exit the RDP and VPN before using WebEx.



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

