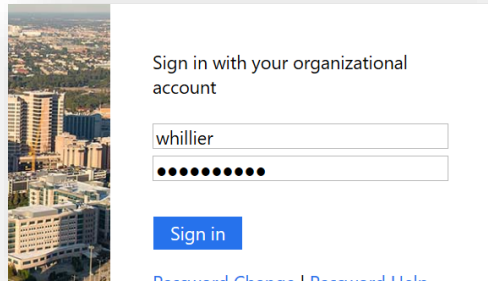
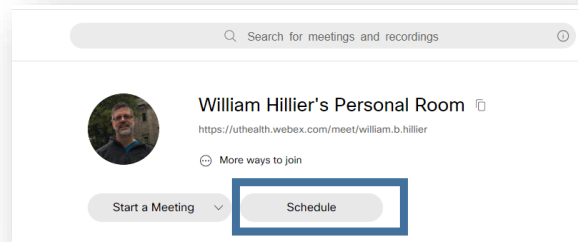


First, login to the UTHealth WebEx site ( <https://uthealth.webex.com>) using your UTHealth account and password. Click on the “Sign In” button on the top right of the webpage, and the login screen below will open.



1. Click on **Schedule**.



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

|                  |  |
|------------------|--|
| Meeting type     | Webex Meetings PRO_2   |
| * Meeting topic  |  |
| Meeting password |  |
| Date and time    | Tuesday, Sep 15, 2020 1:55 pm Duration: 1 hour<br>(UTC-05:00) Central Time (US & Canada) |

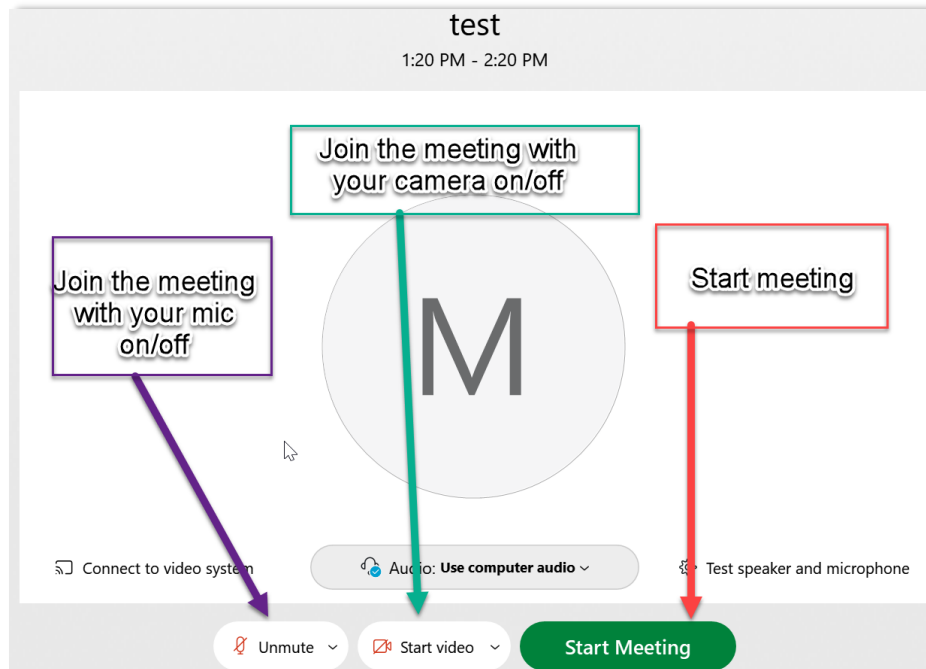
3. Leave **Meeting Type** as **Webex Meetings Pro\_2**
4. Enter a **Meeting Topic** (The title of the meeting which will be shown), then enter a **Meeting Password**, if needed (passwords are not required).
5. Specify the **Date, Time** and **Duration**. (Duration is for planning purposes only, the meeting 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 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 recommended that you DO NOT use WebEx with a VPN connection, as this could affect performance.
8. For advanced scheduling options such as recurring 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)

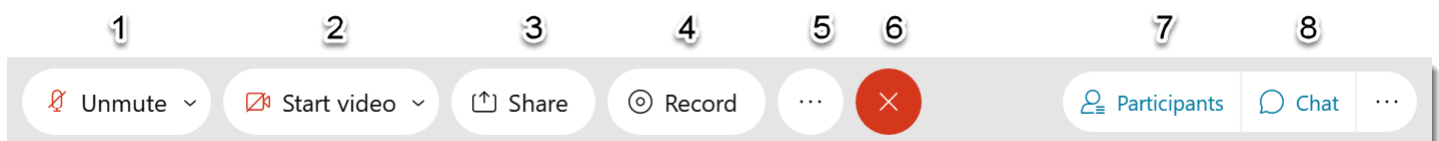
When it is time to start look under **upcoming meetings** on the WebEx website and click on the meeting link that was created. Once you click on the **Start** button, the entry screen (*below*) will open and you can choose how to connect when you continue on to the meeting. Click **Start Meeting** once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



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



- 1) This button gives you the ability to either **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) Allows you to **share your screen**
- 4) If you have been given recording rights, you will be able to activate the **record** button
- 5) Gives you the options of locking the meeting, copying the meeting information to send to others, etc.
- 6) Exit the meeting
- 7) The **Participants** button opens a list of all attendees
- 8) **Chat** opens the chat window