

Scheduling a Meeting using the

WebEx Website/Portal

UTHe

English Classic View

- Log in to our WebEx site at: <u>https://uthealth.webex.com</u>.
- 2. Enter your UTHealth username and password.
- 3. Click on "Schedule".

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	No. of Concession, Name		
	Destant.	Sign in	
	SALES -		
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4. On the Meeting Type use the default.

Schedule a Meeti	ng Mee	ting templates	Webex Meetings Default
Meeting type	Webex Meetings Pro 1000		~
* Meeting topic			
Meeting password			G
Date and time	Wednesday, Sep 16, 2020 3:15 pm Duration: (UTC-05:00) Central Time (US & Canada) V	1 hour \vee	
	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.