Presenting from Your Personal Room in Webex

1. Go to UTHealth Webex at [https://uthealth.webex.com](https://uthealth.webex.com) > click on Sign In
   Note: You must sign in to Webex at this URL [https://uthealth.webex.com](https://uthealth.webex.com) for your private room to be set up.

![Sign In Screen]

2. On the login screen, enter your UTHealth credential > click on Sign In

![Login Screen]

3. From you home screen under your personal room click on Start a Meeting. If you have not started the meeting and there are participants waiting to join, they will have the option to notify the host(you), in which case you will receive an email

![Home Screen]
4. The meeting screen will open, select your desired devices for audio and video > click on Start Meeting

5. From the Webex Meetings screen you can monitor the meeting