Hosting a Webex Meeting
If you are planning to share your computer screen, someone in your group must login as a host.

1. Go to UTHealth Webex at [https://uthealth.webex.com](https://uthealth.webex.com) > click on Sign In.

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

3. Once you signed in, if you are using your Personal Room, simply click Start a meeting on the Home screen. If you need to join someone else’s meeting, type in the meeting number in the search box, click on Start to join.

Note: If you scheduled the meeting, you should see the meeting listed under Upcoming Meetings panel. Click on Start to launch the meeting.
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.

Note: When you share in full-screen mode, session controls are available in the meeting controls panel at the top of your screen.