Scheduling a Webex Meeting

You can create a meeting within our Webex portal. If you have the Webex Meeting App installed on your desktop, you can also schedule a room through Microsoft Outlook or the Webex App.

Option 1 – Schedule a meeting from the UTHealth Webex Portal

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

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

3. Click on Meetings > click on Schedule

4. On the Schedule a Meeting page, enter the Meeting topic. Under Date and time choose the date then select the Time and Duration for the meeting. You can also set the recurrence.
5. Add meeting **Attendees** and **Alternate Host** (attendee will receive the meeting invite by email)

![Attendee and Alternate Host screenshot]

- Enter attendees email address
- Select this icon to choose an alternate host

6. Under **Show advanced options > Audio connection options > Entry and exit tone** on the drop down menu select **No Tone**

![Audio connection options screenshot]

- Select No Tone

7. Click the Start button to schedule the meeting and send the invites.

   ![Start button]

Note: on the next screen, you can also copy the meeting information (meeting link and the alternative phone access), and send the information to anyone by email
Option 2 – Schedule a meeting through Microsoft Outlook

Step 1: Install WebEx Meeting App on your computer

From your UTHealth issued computer

1. Type “software” in the search box > click on Software Center

2. Select the Webex Meetings App > Click install. You do NOT need admin rights to install this app

OR

From any other computer

1. Log in to your UTHealth Webex site (https://uthealth.webex.com)
2. In the left navigation bar, select Downloads.

4. Run the installation file and follow the instructions on the screen.
5. Open Microsoft Outlook From the Schedule Meeting menu, select the Preferences to set up Webex Productivity Tools and verify your settings.

   a. Account tab - confirm the Webex site URL and your username.
   b. My Personal Room tab - confirm the options displayed
   c. Select Apply.

Step 2: Scheduling a meeting through Microsoft Outlook

1. Open Outlook. From the Home tab click on Schedule Meeting then on the drop down menu select Schedule Webex Meeting.

2. If you are not logged in you will be prompted to log in. Select Ok. Then do steps 4 through 5, if you were logged in skip to step 5 on the next page.

3. On the Cisco Webex Meetings pop-up page, click on Next.
4. On the login screen, enter your UTHealth credential > click on Sign In.

5. This will take you back to Outlook. Close the open meeting window. Click on Schedule Meeting > choose Schedule Webex Meeting from the dropdown menu.

6. Complete the information for the meeting: Attendees, Subject, Date, Time, and Location. Click on the Send button.

The attendees will receive an email. The meeting will be added to everyone’s Outlook calendar.