Scheduling Webex Meetings for Telehealth Contractors
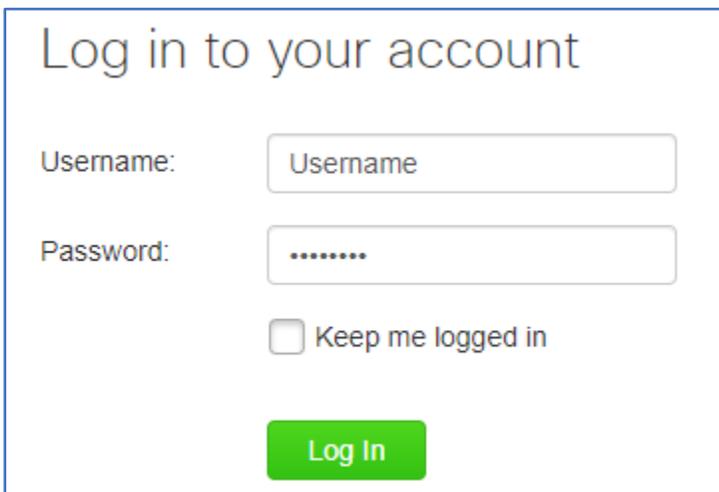
1. Navigate to the Webex site for Telehealth Contractors (https://idhwtelehealth.webex.com), then click the 'Sign In' button in the top-right corner.

2. Enter your login information, then click the 'Log In' button.

3. If this is the first time you have accessed Webex, you may be asked to verify your account/email. Enter the information required and click the 'Send' button.
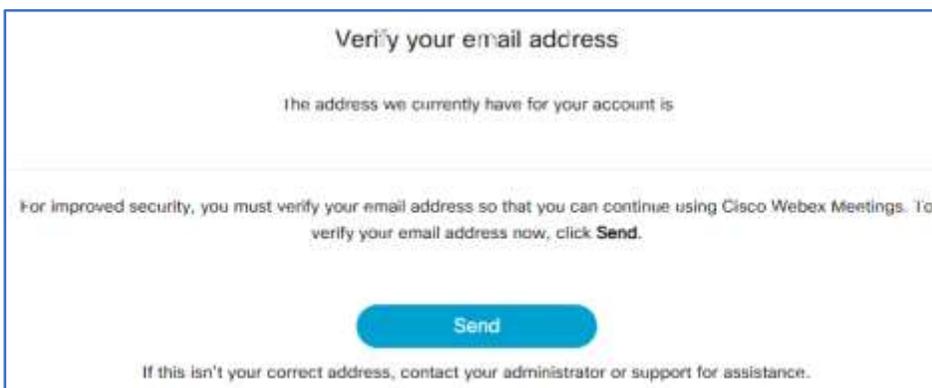
4. Please access the email sent from Webex and click the button labeled 'Verify your email address'.

    ## Verify your email address

    Thank you for using Cisco Webex Meetings. Please click the link below to verify your email address.

    Verify your email address
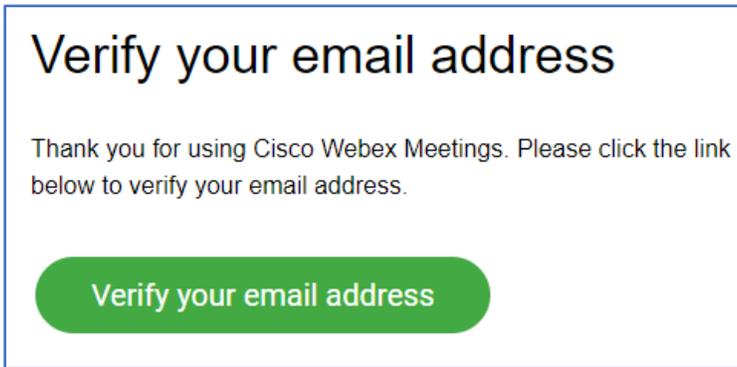
5. After verifying your account, you will be directed to the 'Home' page. Featured on the Home page are your scheduled meetings, as well as the option to schedule a new meeting. To schedule a meeting, click the 'Schedule' button.

    Schedule
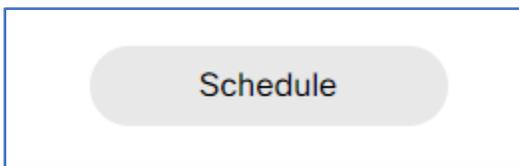
6. Input a 'Meeting topic', then edit the 'Date and time' fields. A randomized password will be added automatically, but can be changed. This password will be emailed to yourself and all attendees after meeting creation.

Meeting type	Webex Meetings Pro Meeting
* Meeting topic	
* Meeting password	KFq477ZZkX2
Date and time	Tuesday, Feb 11, 2020 9:45 am Duration: 1 hour ∨
	(UTC-07:00) Mountain Time (US & Canada) ∨
	☐ Recurrence
Attendees	Separate email addresses with a comma or semicolon

7. There are advanced options available, but none are required.

    Show advanced options ∧

    Audio connection options   ∨

    Agenda   ∨

    Scheduling Options   ∨

8. When finished customizing the meeting information, please click the 'Start' or 'Schedule' button at the bottom of the page.
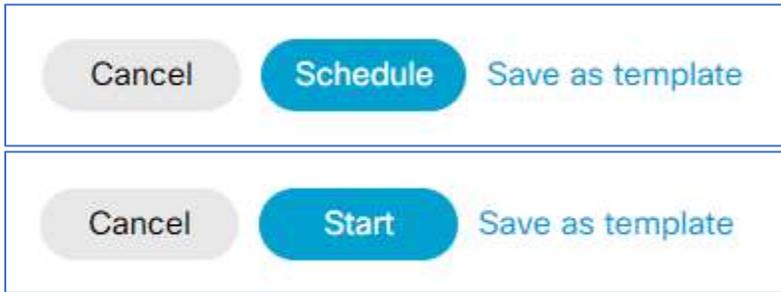
9. You will get an email with the link to start your meeting. This link is the hosts link and is not the link to share with others that you want to invite. The host link will say "Start Meeting" and the attendees link will say "Join Meeting". When it is time you can start your meeting from here.

If you need further assistance, please click the links below for more help.

1) Schedule a Cisco Webex Meeting
2) Mute and unmute participants
3) Webex Meetings - Help Topics Overview