

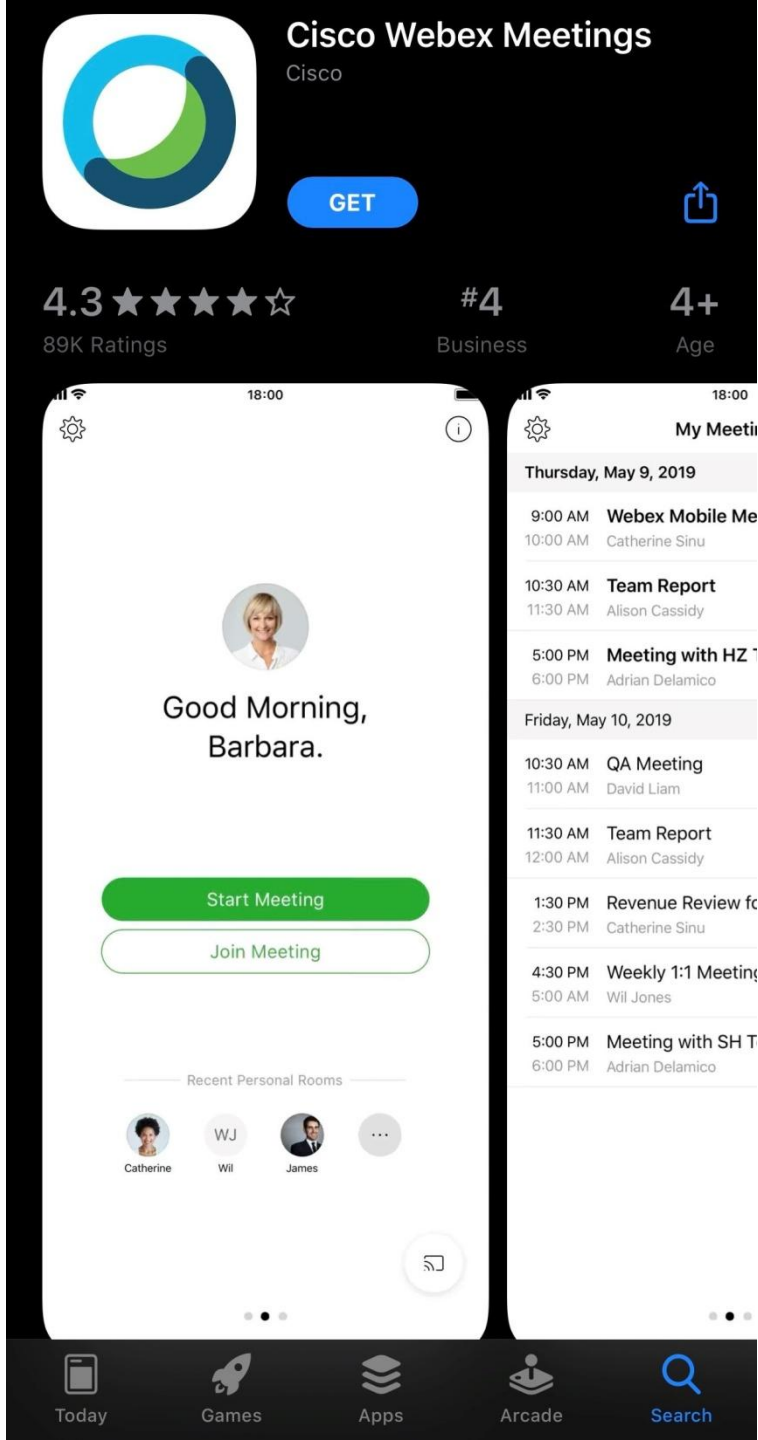
SETTING UP WEBEX



**University
Health System**

Thinking beyond

Instruction provided by
University Transplant Center



- Go to your App Store



- In the search field, type “Cisco Webex Meetings” – you will see the screen on the left
- Download the app by selecting “GET”

Join Webex Meeting

Meeting number (access code): 806 878 297 Meeting password: 4d3EwaYbC3B

Join from a video system or application

Dial [806878297@uhssa.webex.com](tel:806878297@uhssa.webex.com)

You can also dial 173.243.2.68 and enter your meeting number.

Join by phone

Tap to call in from a mobile device (attendees only)

[+1-415-655-0003](tel:+14156550003) United States TOLL

[Global call-in numbers](#)

[210-358-1880](tel:2103581880) San Antonio Local

From UHS Phones Dial [81880](tel:81880)

- Log into your inbox and open the email invitation from University Transplant Center
- Select the “Join Webex Meeting” link in the green box



Join Webex Meeting



Cisco Webex Meetings

I have reviewed and accept the Terms of Service and Privacy Statement.

[Review Terms of Service](#)

[Review Privacy Statement](#)

[I Do Not Accept](#)

[I Accept](#)

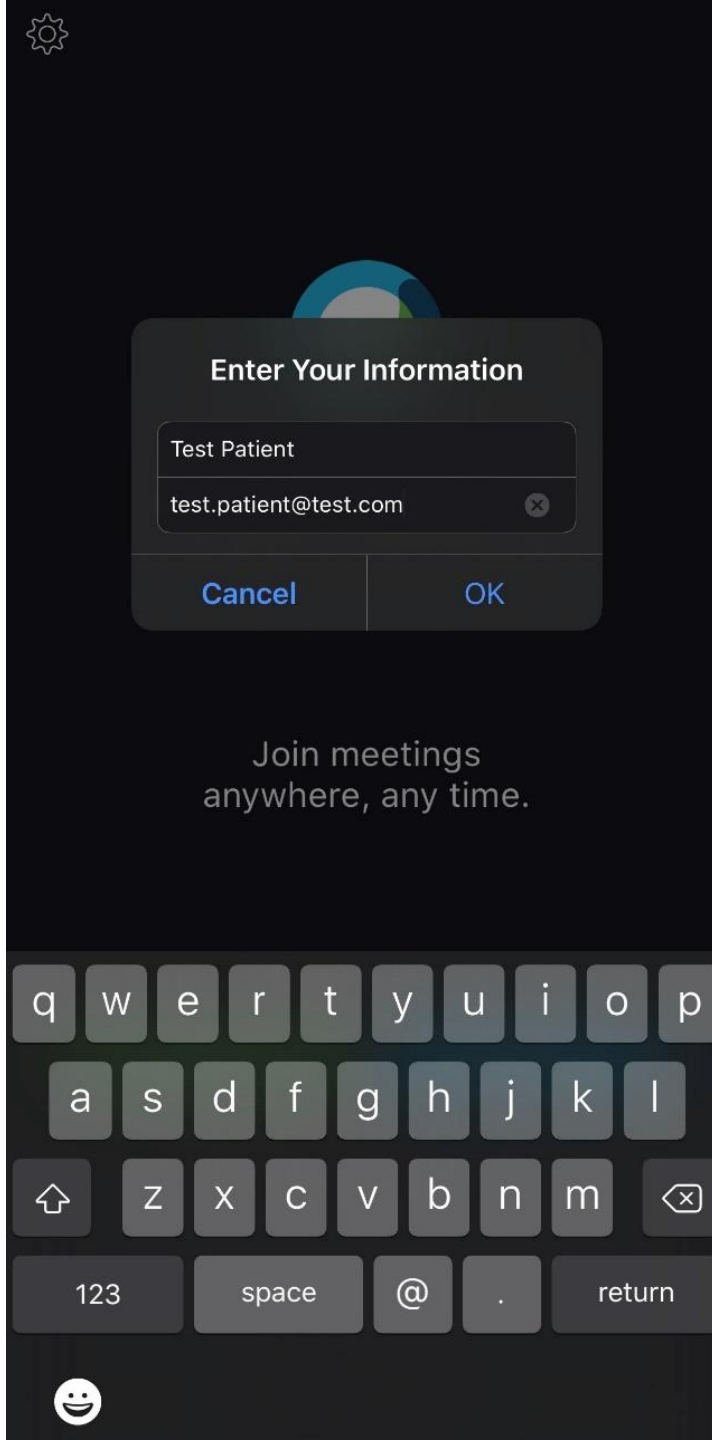
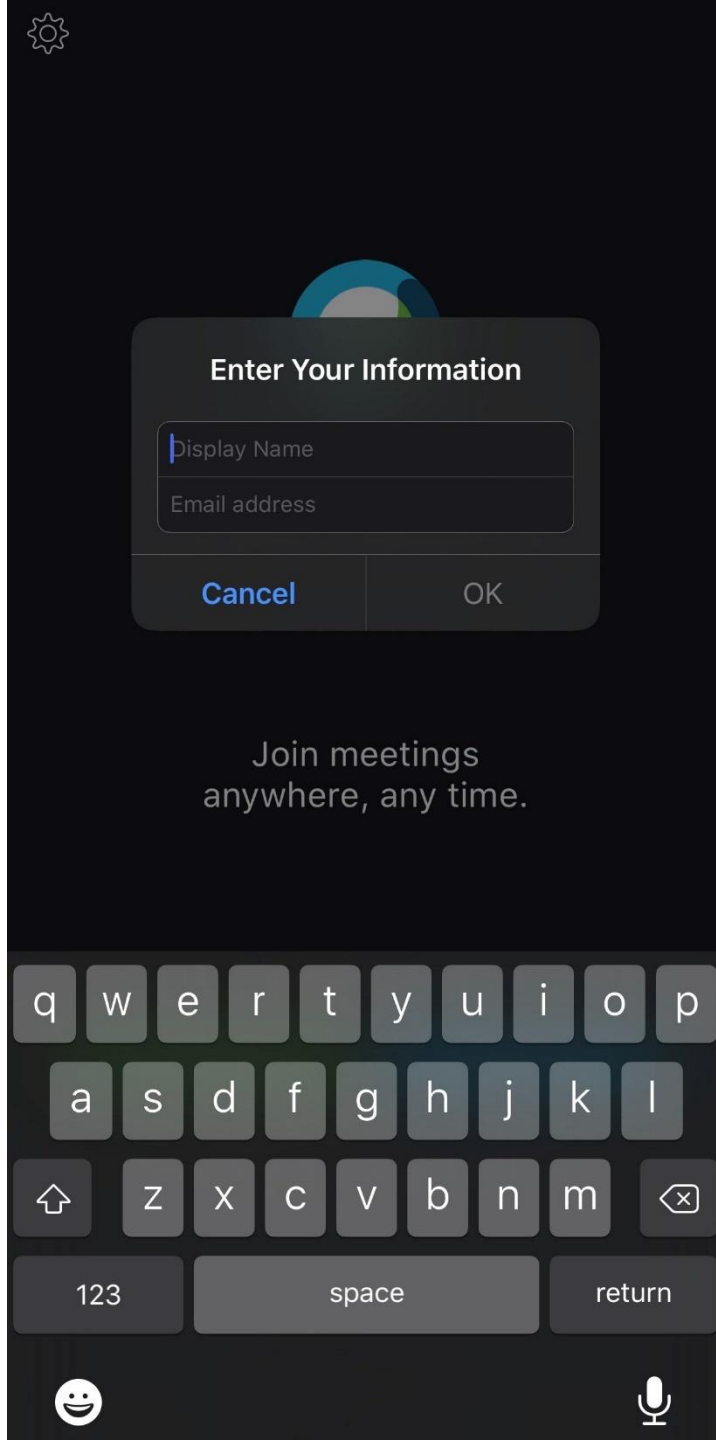


[Join Meeting](#)

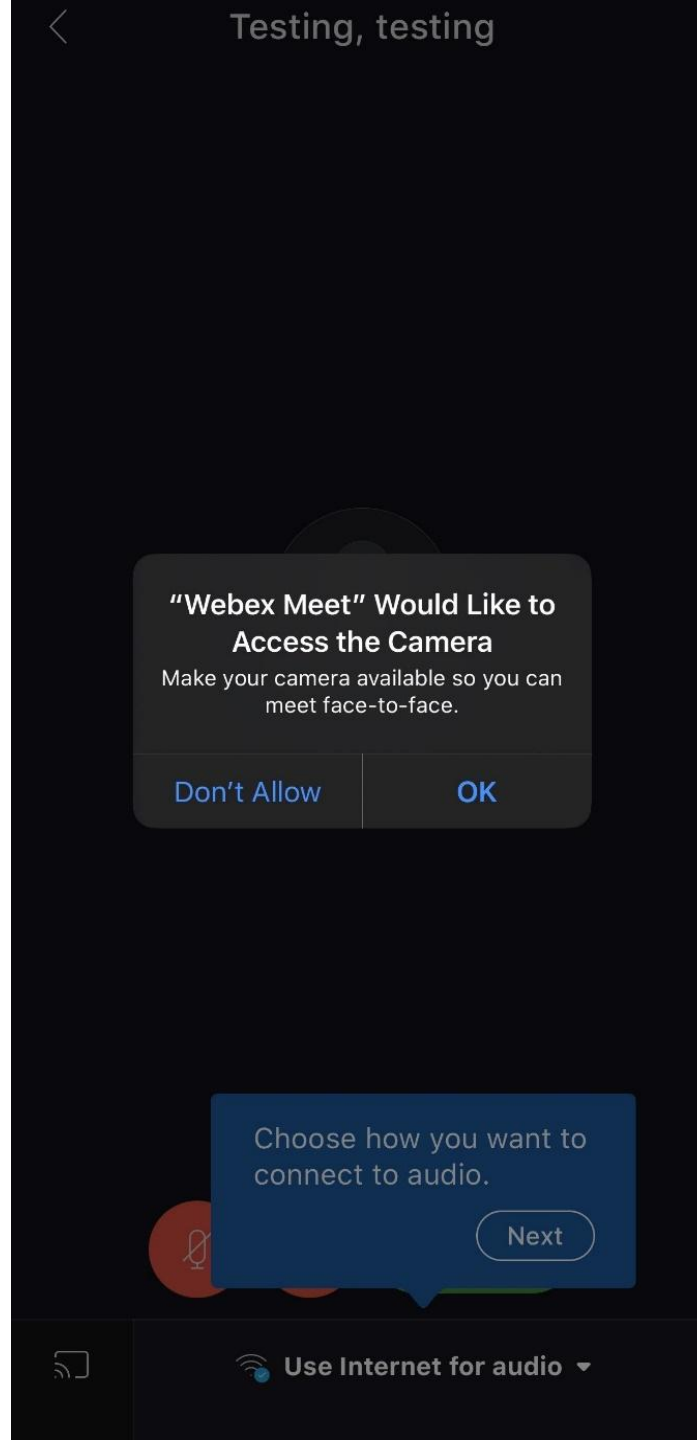
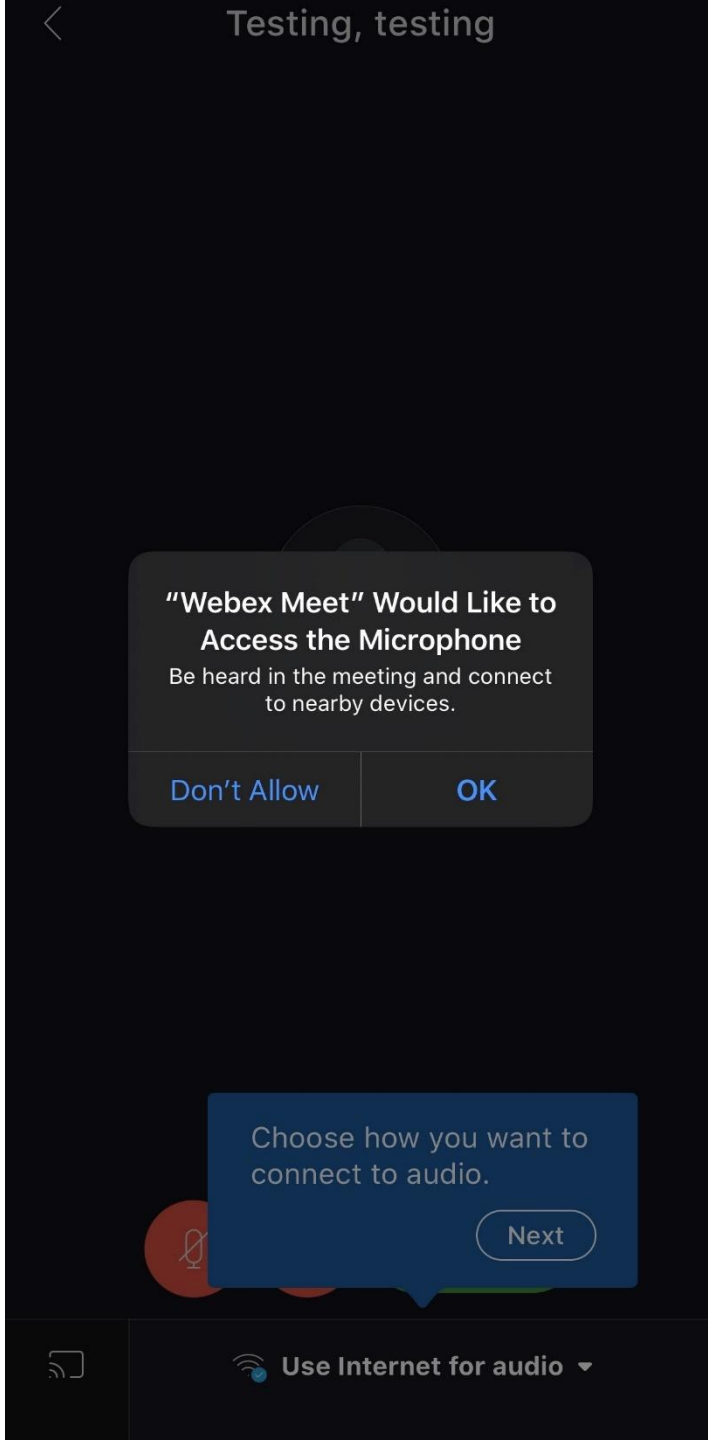
[Sign In](#)

[Don't have an account? Sign Up](#)

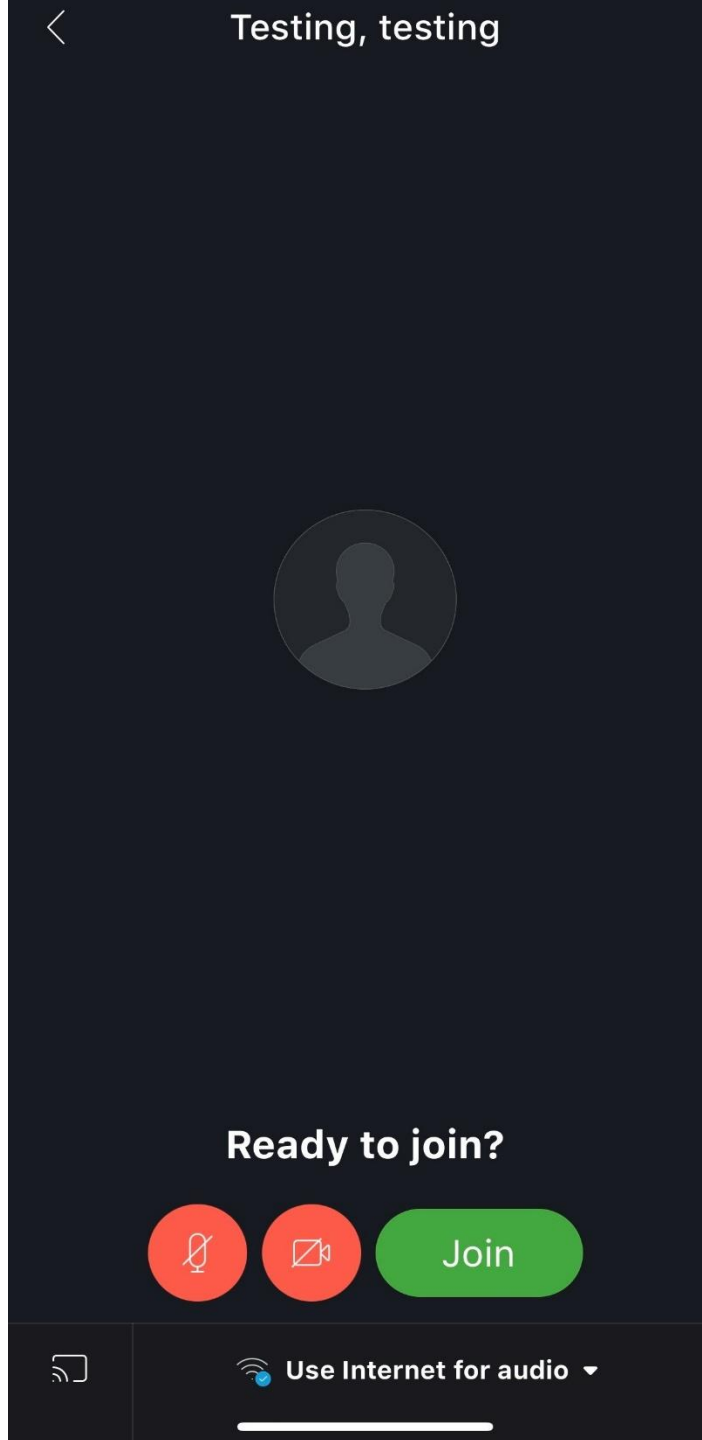
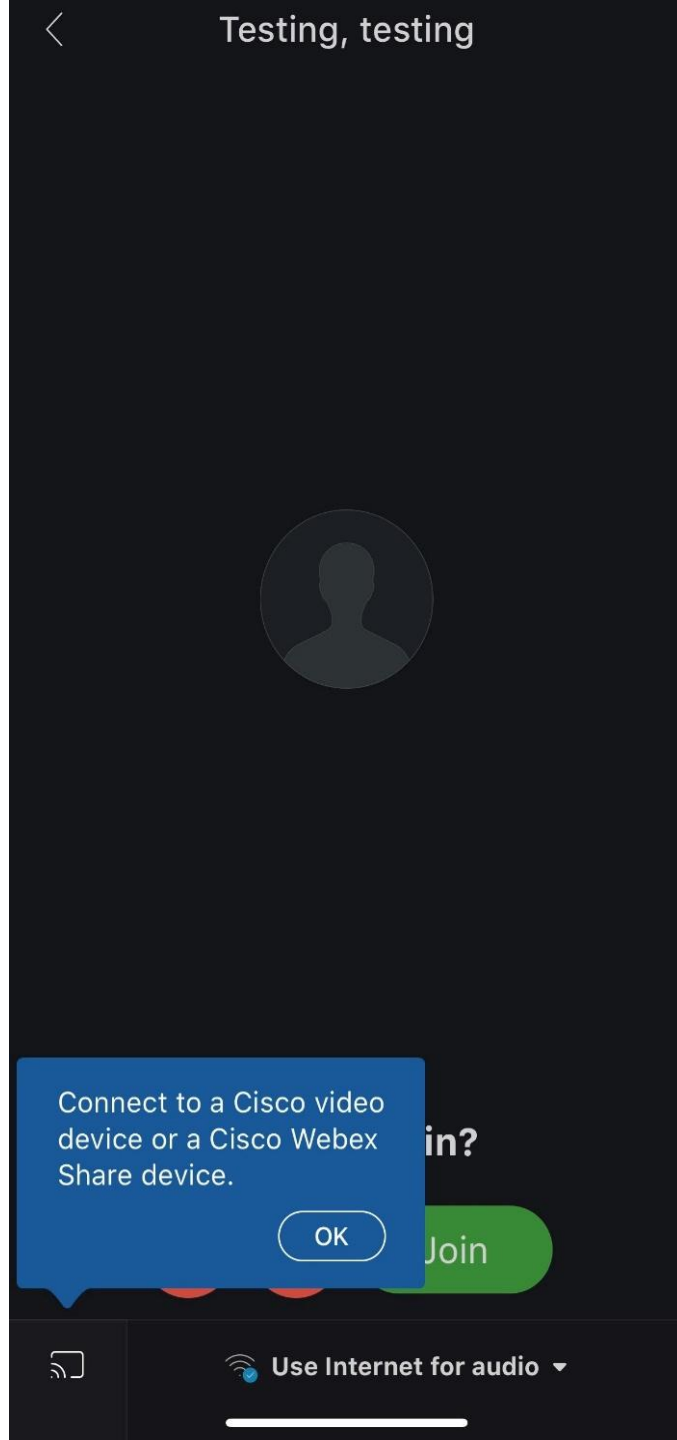
Select “I Accept”



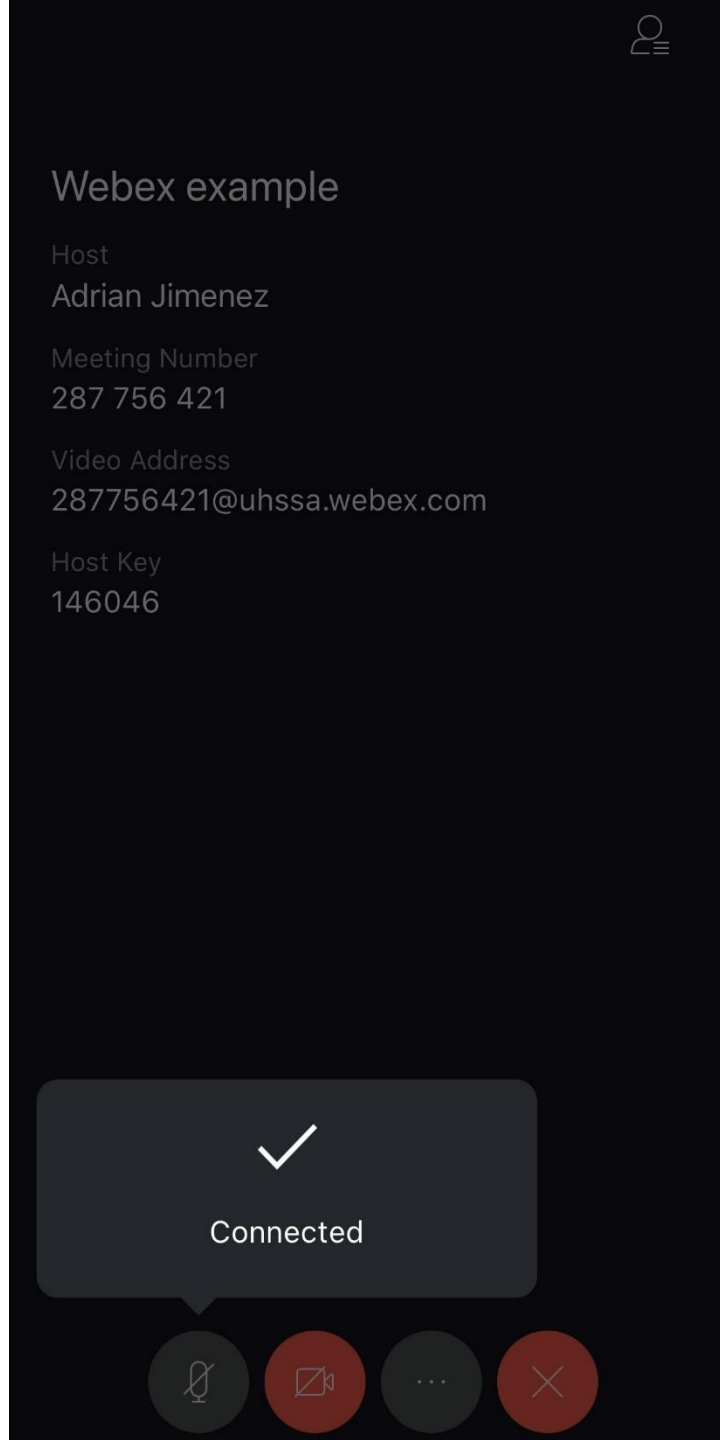
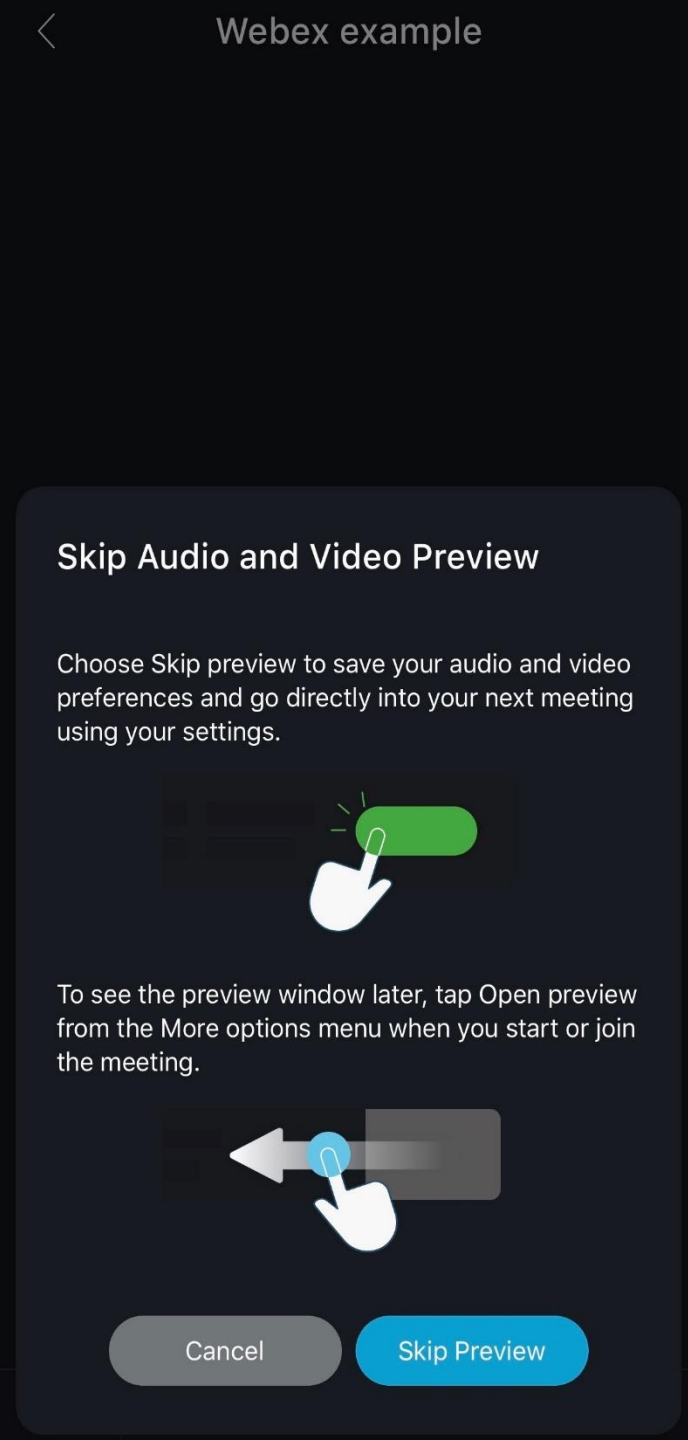
- Enter your full name on the first field
- Enter your email address



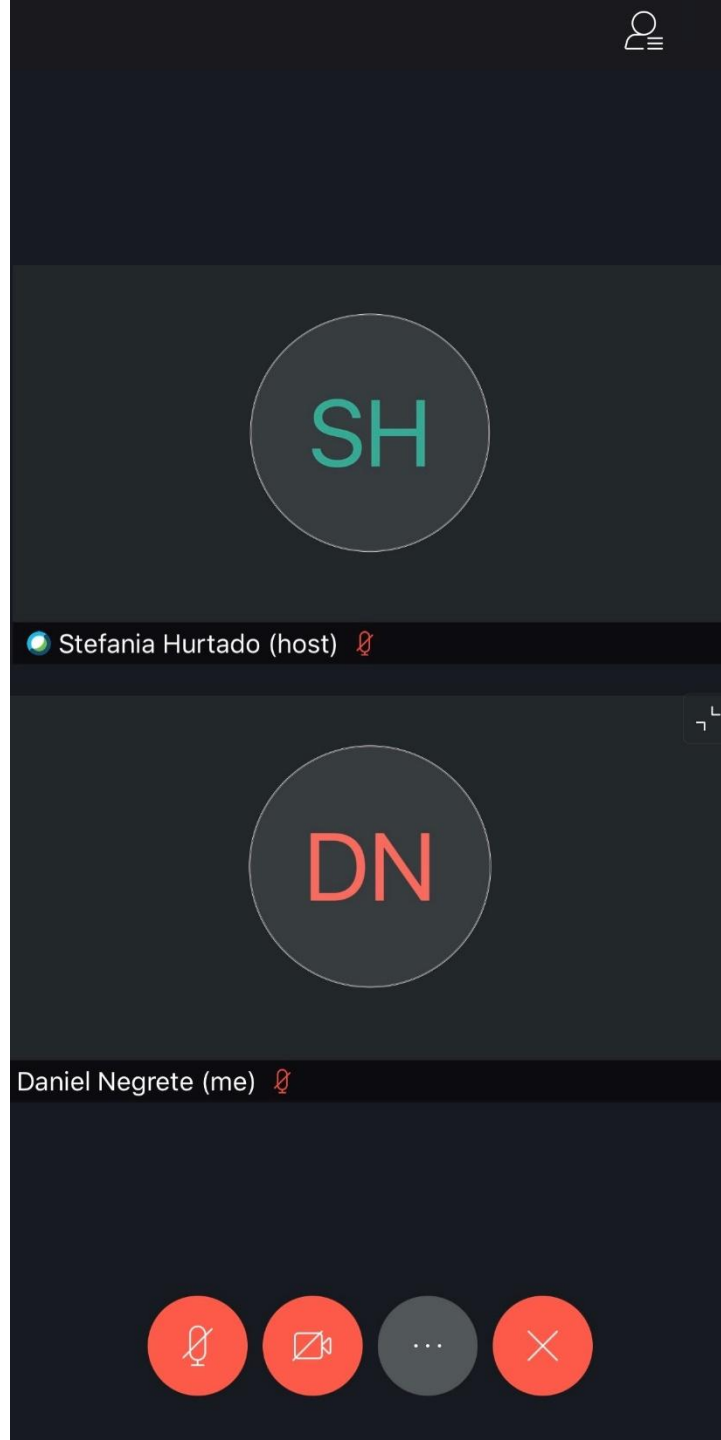
Allow Webex access
to your device's
microphone and camera
by selecting "OK" on
both screens




- Select “OK” in the blue box at the bottom left corner
- Select “Join” in green

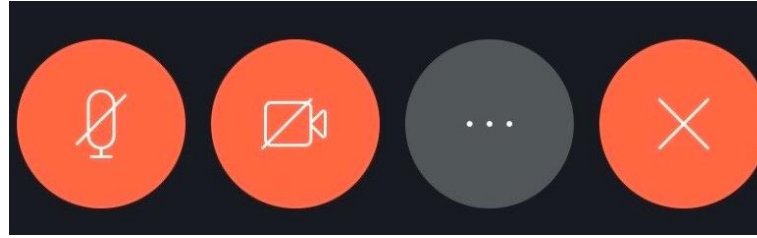


- Select “Skip Preview” in blue at the bottom of the screen
- The following screen will then show you are connected



Your host (UTC staff member) will appear on the screen

- **Select the arrows pointing *outward* on the bottom left of the first screen to expand your own profile** 
- **It will expand and will reflect what is shown on the second screen**



The icons above will be present at the bottom of your screen

Icon 1 : Microphone



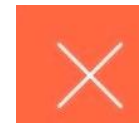
Icon 2: Camera



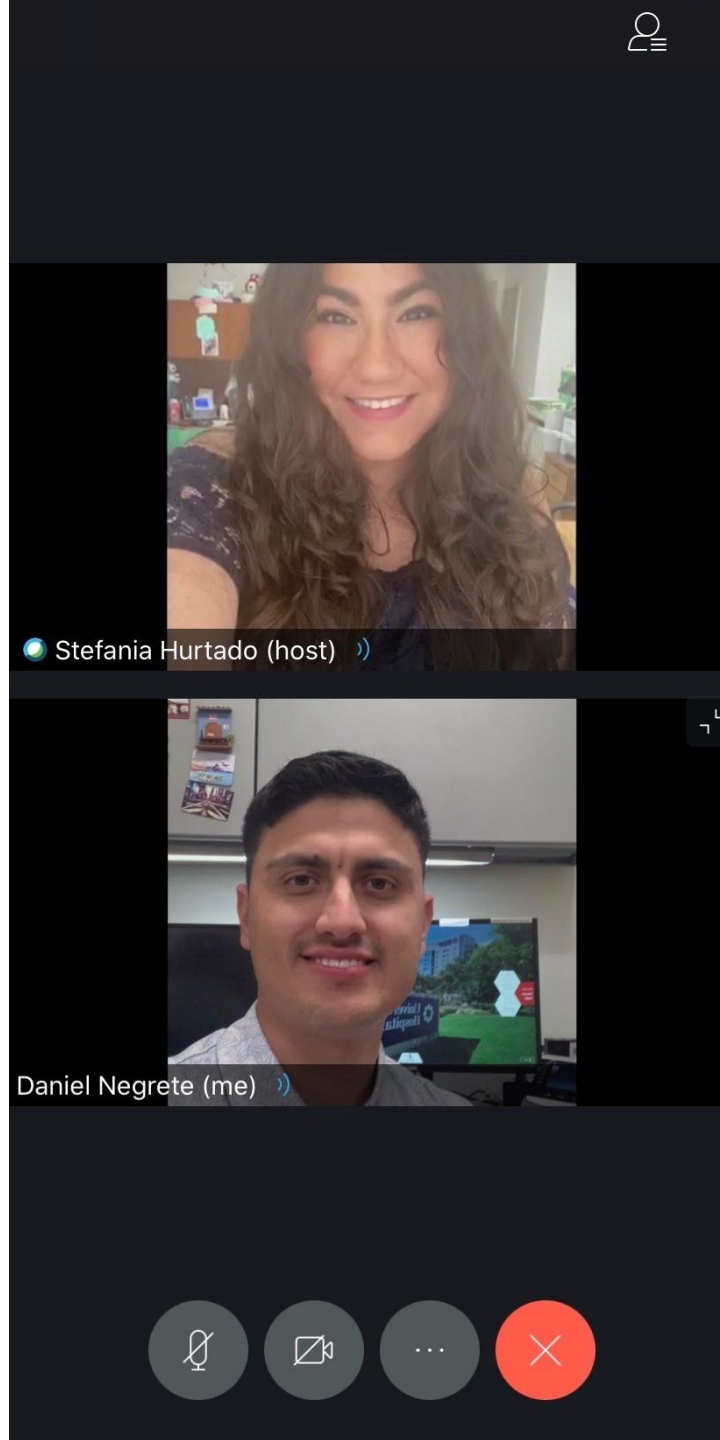
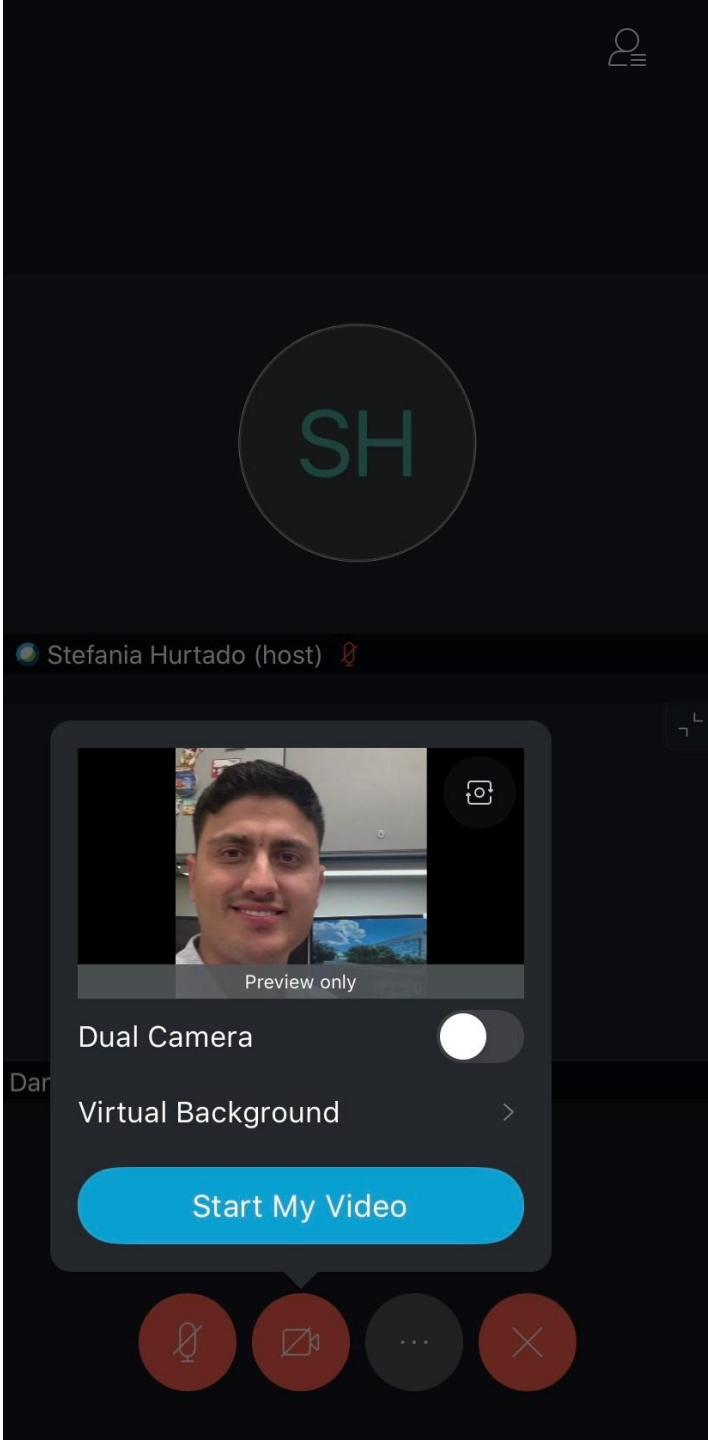
Icon 3: Settings



Icon 4: Leave Meeting



If an icon is red, that indicates it is currently off and will need to be selected in order to make it active. For example: our UTC staff will not be able to hear or see you if the icons are still marked in red. **Please select icons to enable features** which will turn them grey indicating they are now active.



- Select “Start My Video” in the blue bubble as shown in the first screen
- Your host will then start their video from their end
- Verify you can hear and see the host to proceed with your consultation