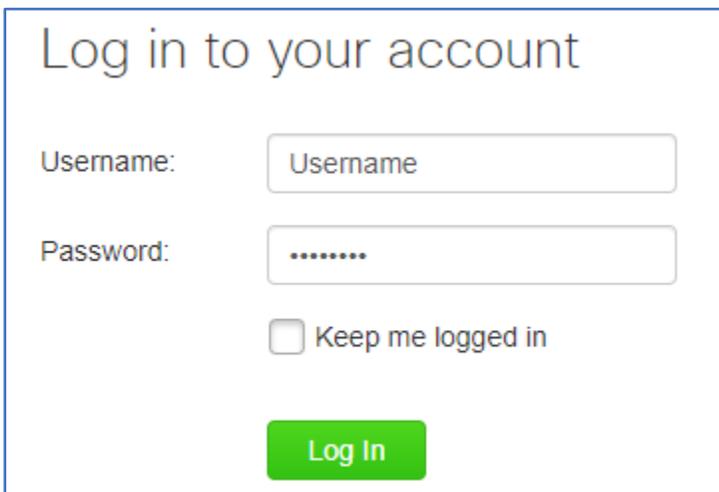


Scheduling Webex Meetings for Telehealth Contractors

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

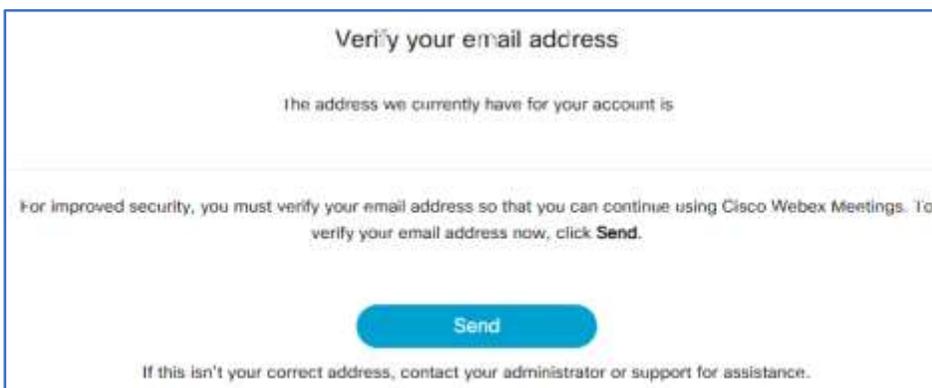


2. Enter your login information, then click the 'Log In' button.



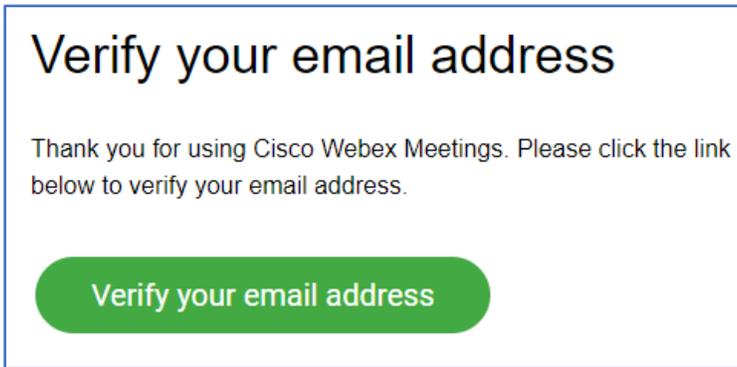
The screenshot shows a login form titled "Log in to your account". It contains the following elements: a "Username:" label followed by a text input field containing the placeholder text "Username"; a "Password:" label followed by a password input field containing seven dots; a checkbox labeled "Keep me logged in"; and a green rounded button labeled "Log In".

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.

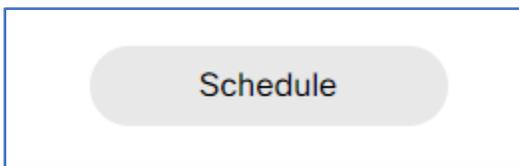


The screenshot shows a page titled "Verify your email address". Below the title, it says "The address we currently have for your account is" followed by a blank line. Below that, it says "For improved security, you must verify your email address so that you can continue using Cisco Webex Meetings. To verify your email address now, click **Send**." At the bottom, there is a blue rounded button labeled "Send". Below the button, it says "If this isn't your correct address, contact your administrator or support for assistance."

4. Please access the email sent from Webex and click the button labeled 'Verify your email address'.



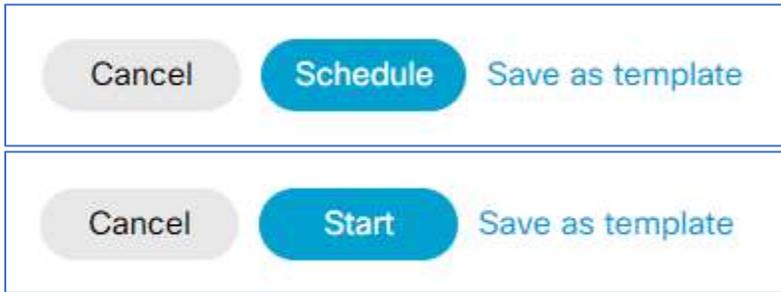
5. After verifying your account, you will be directed to the 'Home' page. Featured on the Home page are your scheduled meetings, as well as the option to schedule a new meeting. To schedule a meeting, click the 'Schedule' button.



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.

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

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.

You are the host for this Webex meeting.

When it's time, start your Webex meeting here.

Meeting number (access code): 962 411 723
Meeting password: Pbd2XPDE7J6 (72329733 from phones and video systems)
Host key: 117877

Tuesday, February 11, 2020
1:00 pm | (UTC-07:00) Mountain Time (US & Canada) | 15 mins

[Start meeting](#)

Meeting number (access code): 962 411 723
Meeting password: Pbd2XPDE7J6 (72329733 from phones and video systems)

Tuesday, February 11, 2020
1:00 pm | (UTC-07:00) Mountain Time (US & Canada) | 15 mins

[Join meeting](#)

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](#)