

Webex Setup in Canvas

1. Access Webex

In your Canvas course navigation, click the Cisco Webex.

Office 365

Item Banks

Cisco Webex

Brainfuse Online
Tutoring

My Mediasite

2. Go to Setup

Click the Setup tab at the top of the Webex page.

The screenshot shows the Webex interface within a Canvas course. At the top left is the 'webex by cisco' logo. Below it is a 'Setup' button, which is highlighted with a red box. To the right of the 'Setup' button is a 'Support' button with an external link icon. Below the navigation bar is the 'Setup' section header. This section contains four toggleable settings, each with a title, a description, and a toggle switch (also highlighted with a red box):

- Meetings**: **Enable meetings**. Meetings allows you to schedule and host a one-time or recurring Webex meeting with your class. Students will be able to join these meetings and view recordings from this tab in the LMS.
- Other recordings**: **Enable other recordings**. Other recordings allows you to import your recordings from Webex and share them in any of your courses.
- Office hours**: **Enable office hours**. Office hours allows you to set availability and indicate times when students can meet with you. The office hours you set apply to every course that you're an instructor for.
- Classroom collaboration**: **Enable classroom collaboration**. Set up classroom collaboration to create a team in the Webex App for those enrolled in this course. From the Webex App, you can manage team settings, create spaces, and more.


3. Choose Your Features

Scroll down to the Setup section and toggle the switches to enable the features you want:

- Meetings: Schedule and host one-time or recurring Webex meetings.
- Other Recordings: Import and share your recordings from Webex.
- Office Hours: Set availability for students to meet with you.
- Classroom Collaboration: Create a Webex team for enrolled students.


4. Set Time Zone

Select the correct time zone for your course from the dropdown menu.

Classroom collaboration	Enable classroom collaboration Set up classroom collaboration to create a team in the Webex App for those enrolled in this course. From the Webex App, you can manage team settings, create spaces, and more. <input type="checkbox"/>
Time zone	Select the time zone for your course. (UTC-05:00) Eastern Time (US & Canada)  <input type="button" value="Save"/>
About	Registration: 2134209 Version: Webex LTI Legacy

5. Save Changes

Click the Save button to apply your time zone and feature selections.

 webex
by CISCO

Setup

Support ↗

Setup

Meetings

Enable meetings
Meetings allows you to schedule and host a one-time or recurring Webex meeting with your class. Students will be able to join these meetings and view recordings from this tab in the LMS.
☐

Other recordings

Enable other recordings
Other recordings allows you to import your recordings from Webex and share them in any of your courses.
☐

Office hours

Enable office hours
Office hours allows you to set availability and indicate times when students can meet with you. The office hours you set apply to every course that you're an instructor for.
☐

Classroom collaboration

Enable classroom collaboration
Set up classroom collaboration to create a team in the Webex App for those enrolled in this course. From the Webex App, you can manage team settings, create spaces, and more.
☐

Office hours

Enable office hours
Office hours allows you to set availability and indicate times when students can meet with you. The office hours you set apply to every course that you're an instructor for.
☒

Scheduling Webex Meetings in Canvas

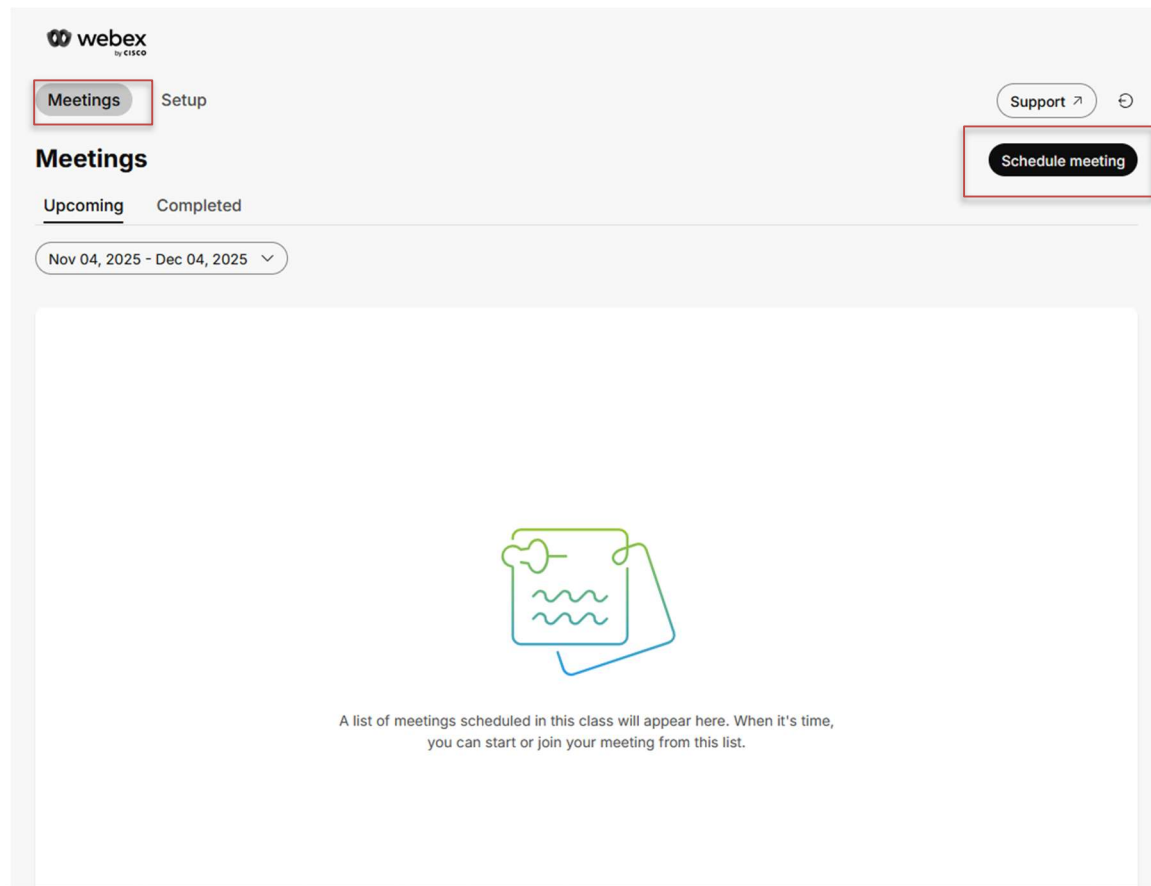
Once the Meetings feature is enabled:

Step 1: Go to the Meetings Tab

Click the Meetings tab at the top of the Webex page.

Step 2: Start Scheduling

Click the Schedule Meeting button in the upper-right corner.



Step 3: Enter Meeting Details

- Meeting Name: Enter a descriptive title.
- Date & Time: Select the meeting's date, start time, and duration.
- Recurrence: (Optional) Check the Recurrence box to create recurring meetings.

Step 4: Set Security Options

Under Security, choose the Join rules for participants who are not signed in. When you finish, click Schedule.

Schedule Meeting

Schedule a meeting

Meeting name

Date and time

Date

November 04, 2025

Time

11:05 AM

Duration

1 hour

:

0 minutes

🕒 Eastern Time (US & Canada)

☐ Recurrence

Security

Join rules ⓘ

All invitees who are signed in can join the meeting directly.

Choose what happens for people who aren't on the invite or who aren't signed in:

- ☒ They can join the meeting
- ☐ They wait in the lobby until they're admitted
- ☐ They can't join the meeting

Auto lock ⓘ

☐ Automatically lock my meeting 15 minutes after the meeting starts.

Audio connection options

Entry and exit tone ⓘ

Beep



Audio connection options

Entry and exit tone ⓘ

Beep

Mute attendees ⓘ

- ☒ Allow attendees to unmute themselves in the meeting
- ☐ Always mute attendees when they join the meeting

Advanced option

Automatic recording

☐ Automatically start recording when the meeting starts

Schedule

Cancel



Setting Up Office Hours

Step 1: Go to the Office Hours Tab

Click the Office Hours tab at the top of the Webex page.

Step 2: Set Meeting Duration

Choose the length for each meeting (e.g., 15, 30, 45, or 60 minutes).

Step 3: Set Meeting Buffer (Optional)

Choose how much time to block before and after each meeting (e.g., None, 15 min, 30 min, or 45 min).

Step 4: Set Date Range

Select the From and To dates when students can schedule office hours.

Step 5: Save Availability

Review your settings, then scroll to the bottom and click Save.

The screenshot shows the Webex interface for setting up office hours. At the top, there are tabs for 'Meetings', 'Office Hours' (which is selected), and 'Setup'. A 'Support' link with an external icon is also visible. Below the tabs, the page is titled 'Office hours setup' with sub-tabs for 'Availability' and 'Exceptions'. The 'Availability' tab is active, showing three sections: 'Meeting duration', 'Meeting buffer', and 'Date range'. In the 'Meeting duration' section, four radio buttons are listed: '15 min', '30 min', '45 min', and '1 hr', with '1 hr' selected. The 'Meeting buffer' section has four radio buttons: 'No buffer', '15 min', '30 min', and '45 min', with '15 min' selected. The 'Date range' section includes a 'From' date picker set to 'October 07, 2022' and a 'To' date picker set to 'December 19, 2022'. Both date pickers have dropdown arrows. At the bottom of the form, there is a horizontal line and a 'Save' button (partially visible).

Set availability

Set the days and times you are available to host office hours each week

Time zone

(UTC-05:00) Eastern Time (US & Canada) 

☐ Sunday Unavailable

☐ Monday Unavailable

☐ Tuesday Unavailable

☐ Wednesday Unavailable

☐ Thursday Unavailable

☒ Friday

12:00 PM 

>

01:00 PM 



+ Add availability

☐ Saturday Unavailable

Save