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.

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.

5. Save Changes

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

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.
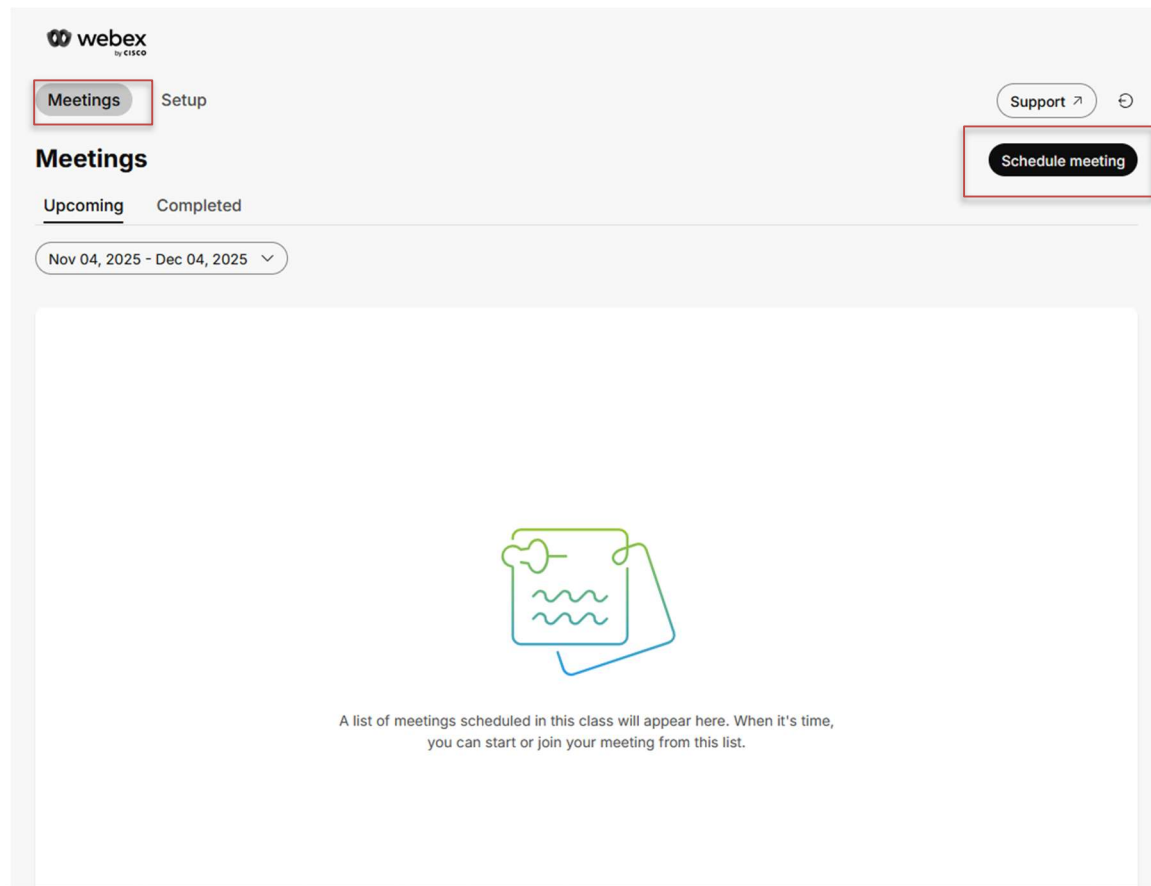
Step 3: Enter Meeting Details

- 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

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.

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