

Creating Online Meetings and Office Hours

Using WebEx

To create a virtual session in **WebEx** to use within a Canvas course, you will first need to [enable the tool in the course menu](#). Then, you can easily schedule meetings, create office hours, or view analytics right from your Canvas course. Instructors and students will be prompted to download the WebEx application prior to using the tool. Review the links below for instructions on using WebEx.

- [Create a Virtual Meeting in Canvas with WebEx](#)
- [Faculty: Create Office Hours in Canvas with WebEx](#)
- [Students: How to Schedule WebEx Office Hours with your Instructor](#)
- [Students: Join a WebEx Virtual Meeting in Canvas](#)
- [View WebEx Course](#)

Canvas uses your **WebEx Personal Room** link, a URL unique to each user, as the location for virtual meetings and office hours. For convenience, your Personal Room meeting space can be accessed by anyone the link is shared with. To maintain privacy, you can lock and unlock your Personal Room meetings, by following these directions:

- [Lock or Unlock Your Cisco Webex Personal Room](#)
- [Learn more about Personal Rooms and Identify your unique URL](#)

Canvas Conferences

To create a virtual session in Canvas **Conferences**, click +Conference from the course menu item and fill in the fields as preferred. When you're ready to begin the meeting, go back into Conferences and click the Start button. For more information about using Conferences, view this Canvas Guide: https://community.canvaslms.com/docs/DOC-10460-canvas-instructor-guide-table-of-contents#jive_content_id_Conferences