

# How do students book appointments through WebEx in Canvas?

## Tell Me

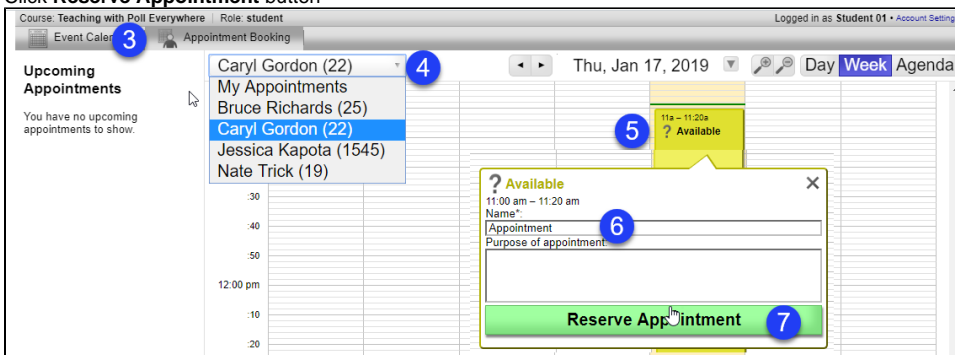
This assumes your instructor is using the Appointment Booking through WebEx in Canvas.

1. Access your course in [Canvas](#)
2. Click on **WebEx**

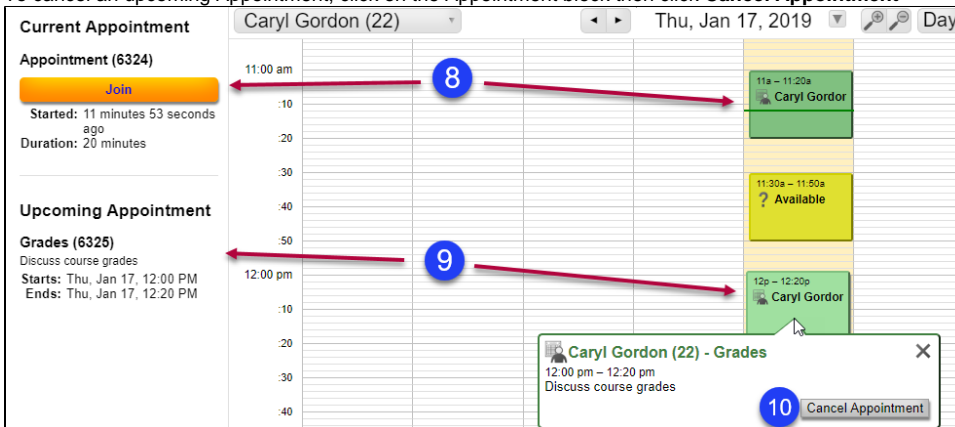


If this is your first time accessing WebEx in this course, you will need to Configure your time zone. We suggest -05:00 America /New\_York. Click **Done** after configuring

3. Click **Appointment Booking** tab
4. Click on **My Appointments** dropdown and select the instructor name with whom you are scheduling an appointment
5. Available time slots will be displayed. Click on the desired time slot to reserve.
6. Enter an **Appointment Name** and description if desired
7. Click **Reserve Appointment** button



8. Once an appointment is scheduled, you will see it on the left hand side under **Current Appointment** or **Upcoming Appointment** depending on whether or not the appointment is within 15 minutes. If it is within 15 minutes, you will see a **Join** button. You can also click on the Appointment block in the calendar to Join
9. Upcoming Appointments are appointments that are 15 minutes or more from the current time. In this example, the appointment was scheduled with **Name: Grades & Description: Discuss course grades.**
10. To cancel an upcoming Appointment, click on the Appointment block then click **Cancel Appointment**



## Related FAQs

- [How do I schedule a WebEx Meeting from Google Calendar?](#)
- [Who do I contact for help with WebEx?](#)
- [What are the WebEx changes in version 31 ?](#)
- [How do I start a Support Center session?](#)
- [How do I share a YouTube video in a WebEx Meeting session I'm hosting?](#)