How do I book an Appointment with my Instructor through WebEx in Canvas?

Tell Me

This will guide students in how to book an appointment for virtual office hours using WebEx in Canvas.

1. Access your course in Canvas
2. Click on WebEx
3. Click the Appointment Booking tab
4. Click on the Book appointment with: dropdown
5. Select your instructor’s name from the dropdown
6. Click on the desired Available appointment slot
7. Enter a Name and Purpose of appointment if so desired
8. Click the Reserve Appointment button
9. You will now see the name of your scheduled appointment in green

Cancel

If you need to cancel your booked appointment, click on the Appointment name and click the Cancel Appointment button, then click the Yes, cancel the appointment button to confirm

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