How do I notify students that a WebEx session has been created?

Tell Me

WebEx will not automatically notify your students that a WebEx session has been created. Below are the steps to locate the link for your session and some suggestions on how to send that link out to students.

1. Select the WebEx tab within your Canvas course

2. You will see your sessions scheduled on the right of your screen. Select the box beside the name of your session

3. A drop down menu will appear. Select the Invite Guests button noted by the human with plus sign icon

4. The invite guests box will appear. Select Get Link to Copy and Paste
5. **Copy the link provided**: highlight the text, right click, and select copy. From here, you can send this link to students via Canvas Announcements

Note that you can choose to Send Link in an Email via Canvas. You can also Remind and Invite via WebEx. However, both of these options require that you have a list of your student's email addresses to copy and paste into those tools. The session will also be available to all courses when they select on their WebEx tab within the course.

### Related FAQs

- Which web conferencing or online chat tool is best for me?
- How can WebEx and Zoom hosts help secure meetings?
- Which tools can I use to create videos or presentations for my class?
- How do I troubleshoot my audio as the host of a WebEx session?
- How do faculty allow students to annotate during a WebEx session?