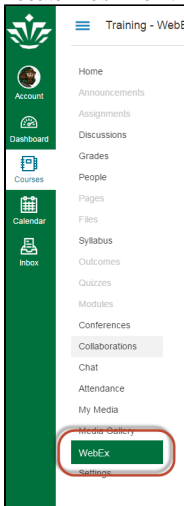


How do I join a WebEx Training session in Canvas?

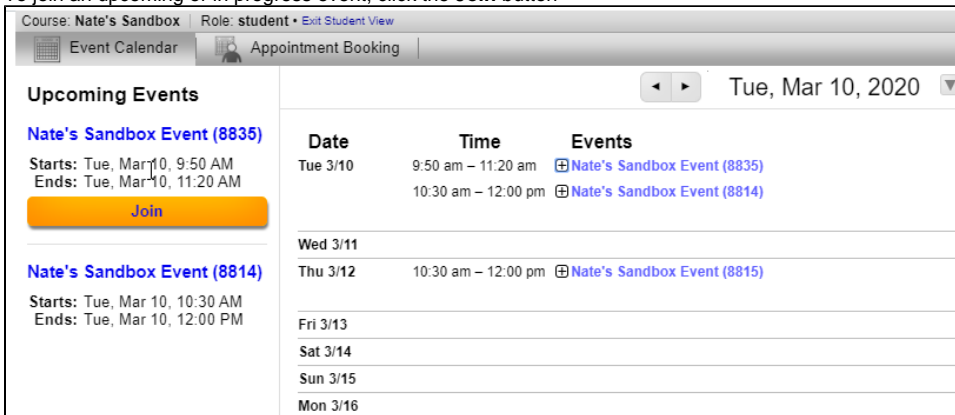
Tell Me

This guide is for students, faculty, and staff attending a WebEx Training session in Canvas as an attendee (not a host).

1. Login to [Canvas](#)
2. Select the course in which you are attending a WebEx Training event
3. Locate **WebEx** on the sidebar



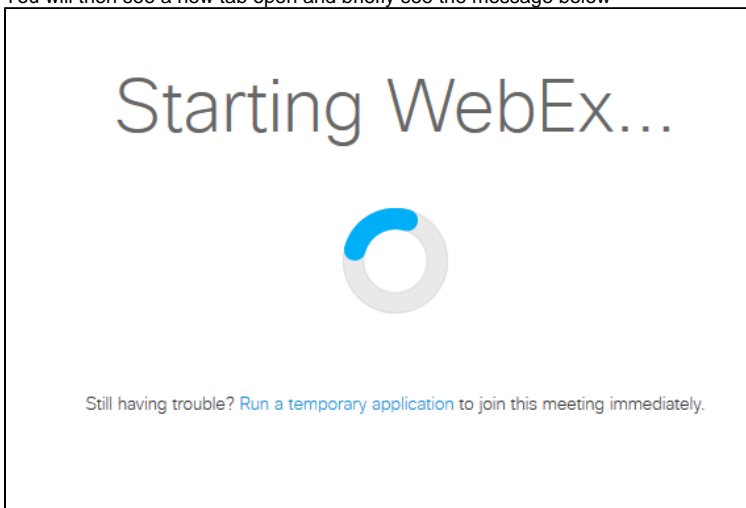
4. You will see the scheduled meetings for the course listed here. On your first visit, **set your time zone** to whatever time zone is appropriate for your location (i.e. -04:00 America/New York)
5. To join an upcoming or in progress event, click the **Join** button



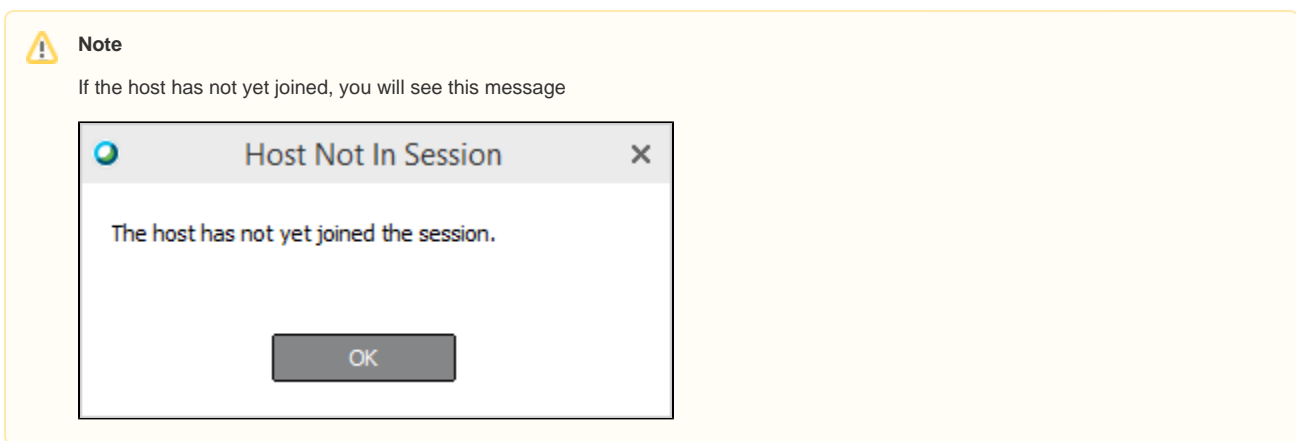
Note

You can Join an upcoming event 15 minutes before the scheduled start time and anytime while the session is still in progress. Otherwise, there will be no button displayed for the event

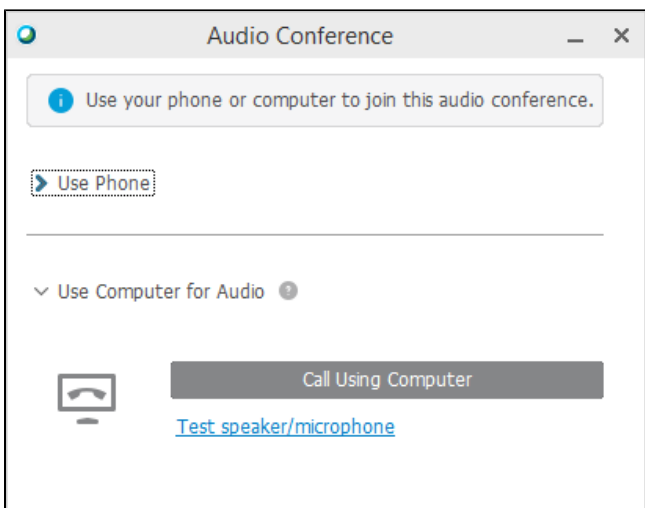
6. You will then see a new tab open and briefly see the message below



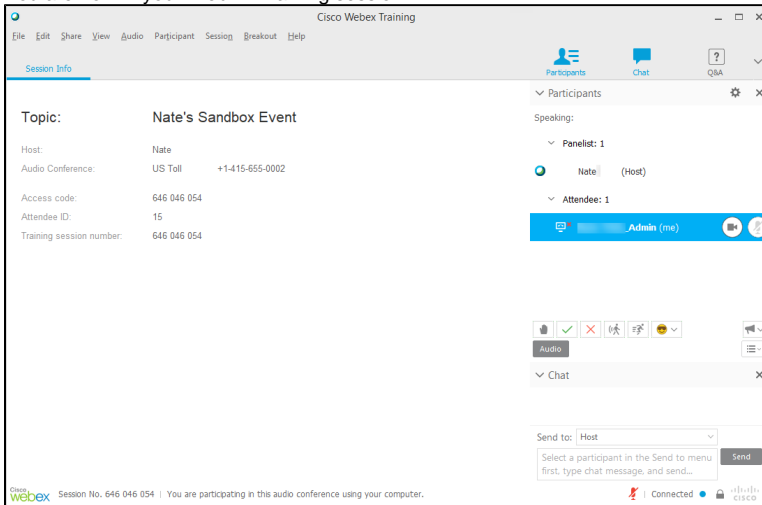
7. Cisco WebEx Training will then launch



8. When the WebEx Training loads and the instructor joins, you will be prompted to Join the Audio Conference. Click **Call Using Computer** to your computer microphone or USB headset (recommended)



9. You are now in your WebEx Training session



Related FAQs

- [How do I create WebEx breakout rooms for class?](#)
- [How do I schedule a Training session in WebEx?](#)
- [How do I enable video for participants in a Webex Training session?](#)
- [What are the different ways to use WebEx for teaching?](#)
- [How do I download & save my WebEx Training recordings to Canvas?](#)