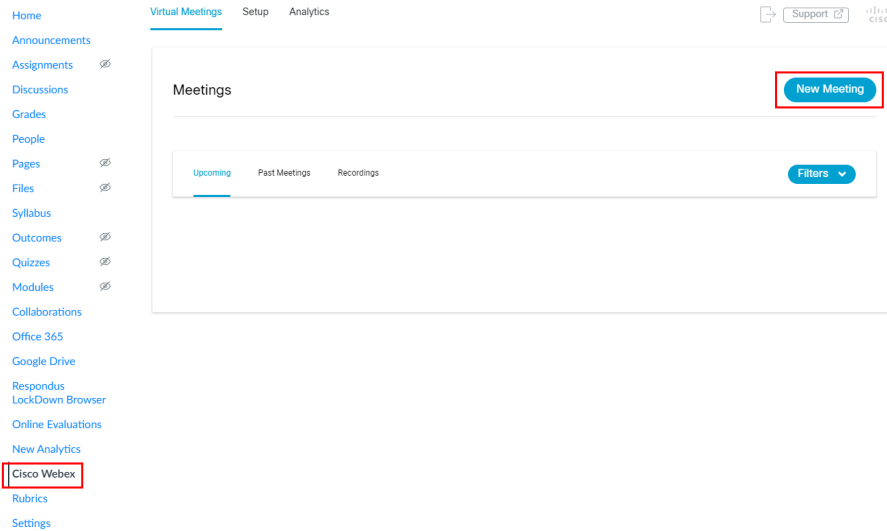


Schedule a WebEx Meeting

Unknown macro: 'widget'

NOTE: You must log into WebEx at www.webex.com at least once before using WebEx through Canvas.

1. Log into Canvas and select the course that you would like to open WebEx in.
2. Along the left side of your course screen, select "**Cisco WebEx**". This will bring you to the **Webex Meetings** page in Canvas. From there, select "**New Meeting**".



3. Next, a window will appear allowing you options to **Name** the meeting, as well as set the **time, duration, and date**. To finish creating a meeting select "**Create Meeting**".

The screenshot shows the 'New Meeting' form. The form has a 'Name' field, a 'Meeting date' field (set to October 5, 2020 12:00 PM (GMT-05:00)), a 'Duration' field (set to 1 hrs and 0 mins), and a 'Create Meeting' button. The 'Choose Session Type' section has radio buttons for 'Meeting' (selected), 'Training', and 'Event'. The 'Recurrence' section has radio buttons for 'No Repeat' (selected), 'Daily', 'Weekly', and 'Monthly'. A 'Cancel' button is located in the top right corner. A 'Privacy - Ter' icon is visible in the bottom right corner.

4. You have successfully scheduled a Webex Meeting, and can view them under "**Virtual Meetings**".

Meetings

[New Meeting](#)

[Upcoming](#) [Past Meetings](#) [Recordings](#)

[Filters](#) 

12:00 PM - 1:00 PM
Oct 06, 2020

Test
Rick Adams

[Host](#)

[Edit](#)

[Delete](#)