Virtual Office Hours Using WebEx

1. Add WebEx on LEARN

Office Hours

Add dates and restrictions...

Add a description...

Add the WebEX link through the External Learning Tools (WebEx is at the bottom of the list)

2. Set up WebEx in LEARN (Contact IT if you have account issues)

WebEX

Click the Office Hours tab to set your availability

Make sure Office Hours is selected and a tab at the top will show up
3. Set up your availability by selecting the times you will be available.

- Change the length of time of the appointments.
- Adjust if there’s any buffer time between appointments.

Once student confirms meeting, you and the student will receive an email. The meeting will appear when you log into uwaterloo.webex.com.

Student View of Office Hours.