

Virtual Office Hours Using WebEx

1. Add WebEx on LEARN

Office Hours

Print Settings

Add dates and restrictions...

Add a description...

Upload / Create Existing Activities Bulk Edit

Add a sub-module...

- Checklist
- Discussions
- Dropbox
- External Learning Tools
- Mobius Quick Link
- Online Rooms

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

Classroom Collaboration Virtual Meetings Office Hours Setup Analytics Webex Support

Setup

Choose your features

Select the features you would like to be visible to yourself and the other students of this course.

- Classroom Collaboration
- Virtual Meetings
- Office Hours

Click the Office Hours tab to set your availability

Make sure Office Hours is selected and a tab at the top will show up

Time Zone Sync

Virtual Office Hours Using WebEx

3. Set up your availability by selecting the times you will be available.

Classroom Collaboration Virtual Meetings **Office Hours** Setup Analytics [Webex Support](#)

Availability

[View My Meetings in Webex](#)

Availability
Meeting duration: **30 mins** ▾

Block Off Extra Time
Appointment buffer: **30 mins** ▾

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		7:00	7:00	7:00	7:00	
		7:30	7:30	7:30	7:30	
		8:00	8:00	8:00	8:00	8:00
		8:30	8:30	8:30	8:30	8:30
		9:00	9:00	9:00	9:00	9:00
		9:30	9:30	9:30	9:30	9:30
		10:00	10:00	10:00	10:00	10:00
		10:30	10:30	10:30	10:30	10:30
		11:00	11:00	11:00	11:00	11:00

Change the length of time of the appointments

Adjust if there's any buffer time between appointments

Divya Lala ▾
Sandbox_D_Lala

America/Toronto
Time is shown in GMT-04:00

< 17 May Sunday	18 May Monday	19 May Tuesday	20 May Wednesday	21 May Thursday	22 May Friday	23 May Saturday >
No time available	11:00	No time available	No time available	No time available	11:00	No time available
	11:30				11:30	
	PM				PM	
	12:00				12:00	
	12:30				12:30	
	13:00				13:00	
	13:30				13:30	
	14:00				14:00	
	14:30					
	15:00					

Student View of Office Hours

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

[Confirm Meeting](#)