Setting up a WebEx Account in Canvas

Request a WebEx Account

WebEx Meetings are created and hosted through Canvas. To use WebEx, you must first request an account using the online form, found here: [http://www.baylor.edu/canvas/index.php?id=865032](http://www.baylor.edu/canvas/index.php?id=865032). Once you have submitted the WebEx Account Request Form, you will receive an email confirmation within 1-2 business days.

WebEx meetings must be tied to a Canvas course. If you do not have a course or would like to have a new one created specifically for hosting WebEx meetings, you can submit either the Demo Course Request Form or the Organization Request Form, found at the same link above. The Organization Request Form is ideal for a group that wants to share a course and hosting privileges, such as several members in the same department, while the Demo Course Request Form is more intended for an individual user.

Once you have both your WebEx account and course created, you will need to Enable WebEx in the course settings. Sign into Canvas and select the course you want to use to create WebEx meetings. Click “Settings” on the left, then the “Navigation” tab.

Scroll down to find WebEx, then click on the gear to the right and select “Enable.” The WebEx item will now appear in the top list. You can click and drag any items in this list to adjust the order in which they will appear on the left. Once you have made these changes, scroll down and click “Save.” You will now see WebEx in the list on the left.
You should now see WebEx as an option in the list on the left – click on it to go to your WebEx page. The first time you click this link, you will see a page with “WebEx Event Center” at the top, and after a few seconds you should see 3 green check boxes appear, confirming your WebEx account is active.

Click on the “Upcoming Events” tab in the upper left, and you should see a time zone option appear below it. Select your appropriate time zone (if you are on Baylor’s Waco campus, we recommend America/Chicago), then click the “Hide Timezone Options” button.

You are now ready to create and host WebEx meetings.