Creating/Scheduling WebEx Meetings

WebEx meetings are created through Canvas and are tied to the course you create the meeting in. You can host a WebEx meeting through Canvas using a computer or laptop with a camera, microphone, and speakers. You can also host a WebEx meeting using a video conference room system using the meeting’s video address and host key - instructions for getting this information is found under the Meeting Number and Host Key section below.

Schedule a WebEx Meeting

Once you have your WebEx account fully set up in your Canvas course, there are two ways of creating WebEx meetings – Schedule and Quick Launch. You will find these buttons under the Event Calendar tab, which is the default page you will see when you go to the WebEx section of your course.

Quick Launch allows you to create a WebEx meeting that will start immediately for meetings on the fly, so typically you will use Schedule to create WebEx meetings. If you do need to quick launch a meeting, refer to the applicable field descriptions from “Meeting Details” on the following page.

Click on Schedule and several fields will appear on the left, replacing “Upcoming Events.”

More information on each field can be found on the following page.
• **Name:** This is how the meeting will show up in your list of upcoming events. Also bear in mind that the other participants in the meeting will also see this when they join the meeting.

• **Description:** This is an optional field, but can also be seen by other participants when they join the meeting.

• **Repeat:** You can set up a recurring meeting by clicking on Daily or Weekly. Selecting one of those options will bring up date range options. Select the start and end dates and the applicable days of the week, and a WebEx meeting will be created for each occurrence.

• **Time Zone:** This should automatically be set to what you chose when you first activated WebEx in Canvas.

• **Time:** The start time of the WebEx meeting. As a host, you can open the meeting at any time beforehand, but any other participants will not be able to join until 15 minutes prior to the time you set.

• **Duration:** This determines how long the meeting will stay active in Canvas. If you remain in the WebEx meeting beyond the chosen duration, you will not be kicked automatically, but if you leave the meeting after the duration has ended, you will not be able to rejoin it.

• **Hosted By:** You would only need to change this if you have multiple hosts added to your course, and this does not prevent other hosts from starting the meeting, it only determines what name is displayed as the host.

• **Conferencing Account:** There are three account types, though typically you will use “WebEx Meetings.” This is also the only account type that can be used to connect from a videoconference room system.

  Some additional info on the account types:
  
  o **Webex Meetings:** This is a standard video conference, with two or more participants connecting to communicate as if in a face-to-face meeting.
  o **Webex Events:** This setup is geared towards a webinar-style event, with one or a few hosts presenting to a large number of participants who are not able to transmit audio without permission from the host(s).
  o **Webex Trainings:** This setup allows access to more advanced features, including more control as a host and the ability to have breakout groups, but also requires active moderating.

If you have any questions about using a different account type, please contact CTS at 254-307-1614 or CTS@baylor.edu.

When you are finished setting up the meeting details, click **Save.**
**Invite Participants**

Off-campus (or other non-host) participants will join your WebEx meetings via a link that you send to them. To obtain this link, you will need to find the meeting on the Event Calendar (you may need to advance the date manually if the meeting is far enough in the future).

When you see the meeting, click on the meeting name to expand its details.

At the bottom of the details are three buttons: **Edit**, **Invite Guests**, and **Delete**. **Edit** opens the meeting details back up and allows you to change any field as needed. **Delete** allows you to delete the meeting after a second confirmation.

When you click on the **Invite Guests** button, a pop-up window will appear with an option to allow access to recordings from the meeting. This is set to off by default – if you have questions about Webex recordings, please contact CTS ([CTS@baylor.edu](mailto:CTS@baylor.edu) or 254-307-1614, option 2). Click the button labeled **Get link to copy and paste** and a URL will appear.

You can then copy this link and send it to all the participants via email, paste it into a calendar event, or share it through whatever method works best for you.
Meeting Number and Host Key – ONLY NEEDED FOR ROOM SYSTEMS

Hosting from a videoconferencing room system requires the meeting number and host key. To find this information, click on More Details in the expanded view of the meeting.

![Prepare](image)

This will open a new page with additional details of the meeting. The video address and host key can be found at the bottom. The meeting number is just the 9-digit number at the start of the video address, and is the same as the “Session ID.” For example, the meeting number below is 805485600.

![Example WebEx Meeting (6363)](image)