WebEx Integration on Canvas: Account Setup and Session Creation

This document provides the steps on how to access and host a web-conference session using the WebEx Integration on Canvas.

**Step 1:** On the course navigation pane, click on +WebEx to access the integrated WebEx tool.

**Step 2:** To connect your WebEx account with Canvas, click on the wrench icon located on the upper left corner of the +WebEx tool. From the dropdown menu select, *Edit Credentials.*
A. If you have a WebEx account and your Canvas account includes your SJSU email address, three green check marks will appear.

B. If three red triangles appear, first check that your SJSU email address appears in your Canvas profile. This can get reviewed by clicking on your Account in Canvas, opening your settings, and reviewing/editing your Ways to Contact email addressed.

C. If your SJSU email address appears and you still have three red triangles, please open an iSupport ticket to have your WebEx account created: https://goo.gl/DS1K5T.

Note: Step 2 only needs to be completed once, on the first time accessing the tool.
Step 3: To create a web conferencing event, click on the “Schedule more events” button.

Step 4: Add the details as per the requirements – Name, When, and Duration. We can set the event to reoccur by choosing the weekly or daily options, too.

Depending on the type of meeting, select the account by choosing the dropdown option: Meeting Center, Training Center, or Event Center.
**Step 5:** Once the event is successfully scheduled, it will appear under the WebEx module.

**Step 6:** You can begin the event by clicking on Host. The WebEx session will then open. The students can click on “Join” to join the event.