

If you have been given a WebEx License, follow these steps to 'verify' the account and get started with WebEx.

1. Go to <https://central.webex.com>
2. Login with new username - lastname, first initial (example: breckond); password is CWUcanvas1
3. Follow the prompts to create a new password and record that password for future use
4. Follow the prompts to VERIFY your email address
5. Open <https://canvas.cwu.edu>
6. Enable the Cisco Webex tool in Canvas by going to Settings > Navigation > enable Cisco Webex and SAVE
7. Click on the Cisco Webex link and configure your integration

Configure WebEx in Canvas:

1. Authorize the LMS
 2. Virtual Meetings and Office Hours only (Classroom Collaboration is not integrated at this time)
 3. Sync Time Zone
 4. Click 'Apply'
- Note:** Webex Meeting Attendance and Reminder Bot are optional (we haven't had time to explore fully, so use at your own discretion)

The image shows a series of five configuration steps for Webex Meetings in Canvas. Each step is a white card with a title, a brief description, and a button. Red callouts with numbers 1 through 4 and arrows point to specific elements: 1 points to the 'Authorized' button in the 'Authorize with LMS' step; 2 points to the 'Virtual Meetings' and 'Office Hours' checkboxes in the 'Choose your features' step; 3 points to the 'Apply' button in the 'Choose your features' step; 4 points to the 'Sync' button in the 'Time Zone' step.

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

Time Zone
Sync the time zone from canvas org settings for as default for meetings.

Authorize with LMS
Authorize with your LMS to help us synchronize team members and calendar events with your LMS.

Webex Meetings Attendance Grading
Set up grading for Webex Meeting Attendance for the selected course. To begin, you need to turn on Webex Meetings Attendance Grading.

Reminder Bot
The Reminder Bot posts a message into the Webex Teams space before a Webex meeting is about to start for that class.

Please reach out to Frank, Pete or Maury if you need assistance configuring your account or for help enabling it in Canvas

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