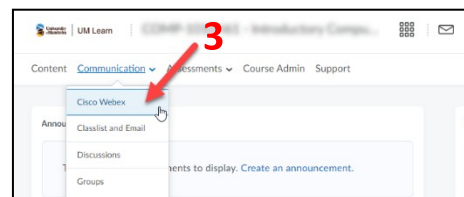
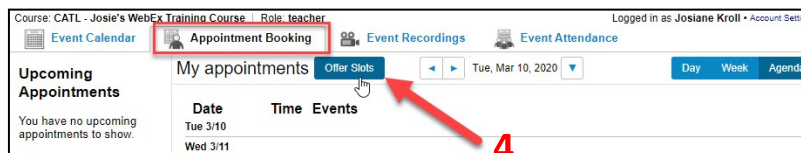


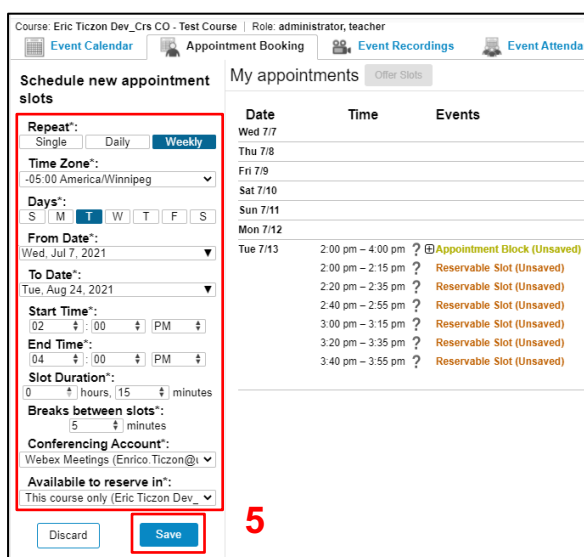
# Using Cisco Webex to Offer Office Hours

Cisco Webex allows you to offer virtual office hours to students. Students will be able to select a time slot and book a meeting with you, based on when you're available. Follow the instructions to setup your virtual office hours.

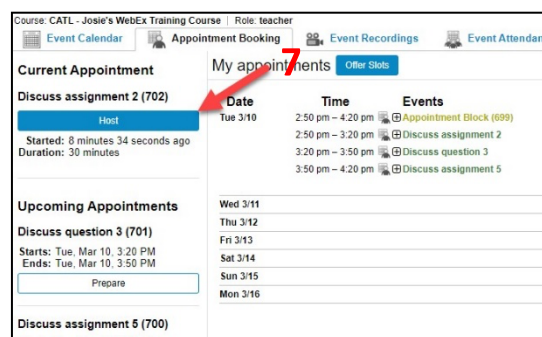
1. Login to UM Learn (<https://umanitoba.ca/umlearn>) and select your course.
2. Click **Communication** tab.
3. Click **Cisco Webex**.
4. Click **Appointment Booking**, then click **Offer Slots**.



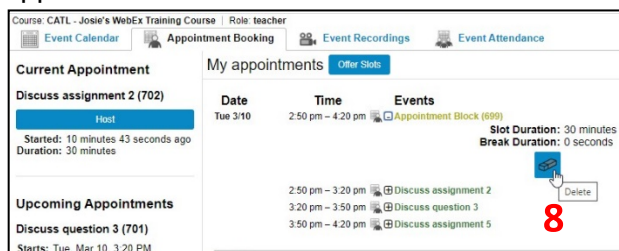
5. Complete the fields with date, start and end time, slot duration and breaks between slots (if applicable), select **Webex Meetings** under Conferencing Account, under "Available to reserve in," indicate whether the appointments can be reserved for a specific course or for all your courses, and then click **Save**.



6. Students will be able to see the available slots and pick one. The time slot is flexible and will finish when the instructor ends the session. The instructor will see the slots booked by the students in green.
7. Click **Host** to start the virtual office hours meeting. If you have more than one meeting scheduled, locate the Date and Time of the event to identify your meeting.



8. Click "+" and delete if you wish to delete the appointment block.



9. To cancel individual appointment slots, you need to schedule the appointment blocks individually.