Access Webex

1. To access the Webex website, navigate to https://uoguelph.webex.com and click on the ‘Sign In’ button.

2. Enter your Guelph email address and select ‘Next’. This will redirect you to Guelph’s single sign-on (SSO) page. Enter your username and password to continue.

   **Note:** If you are already using campus technology requiring SSO, you may not be required to re-enter your credentials.

Schedule a meeting

3. From the Webex dashboard, select ‘Schedule’ to set up your class meetings.
Schedule a Webex Class

4. Enter a meeting topic.

**Note:** To help students keep their meeting links clear, we suggest including your course code and section number(s), instructor name, as well as the dates and times of the meetings.

5. Select the starting date, time, and duration of your meeting.

**Note:** To support academic continuity, we suggest scheduling your meetings to match up with your current course schedule.

6. Select ‘Recurrence’. Select the dates on which you wish the meetings to happen as well as the ending date.

**Note:** By setting up a recurrent schedule, students will only require one link to access all your online lectures.

7. Click ‘Schedule’ to save your meeting details and get your meeting link.

**Note:** While a password is required to schedule the meeting, students will not need it to enter as they will have a link.

---

CourseLink Technical Support
courselink@uoguelph.ca
519-824-4120 x56939
8. Review your meeting details. Under ‘Meeting Information’ is a meeting link. This is the link that you will provide to students on your CourseLink site so they can access the meeting.

Note: This process can be repeated to create an office hours meeting, if necessary.

Post link(s) to CourseLink

9. Login to CourseLink and navigate to the Content area. At the bottom of the Table of Contents on the left-hand side, click ‘Add a module’. Name this module ‘Webex Links’. This module will hold all your Webex links (i.e., lectures, office hours, etc.).

Note: Consider moving the module towards the top of the list so it is easily found by students. This can be done by clicking on the icon to the left of the module and dragging it up.
10. Enter the 'Webex Links' module. Click ‘Upload/Create’ and select ‘Create a Link’ from the list of options.

11. Enter a title for the link (i.e., CODE*1000 Lectures).
12. Paste the link within the URL box.
13. Select ‘Open as External Resource’.
14. Click ‘Create’ to save your information and move to the content page.

You can preview what your students will see.