

Set Up Appointment Booking in Webex

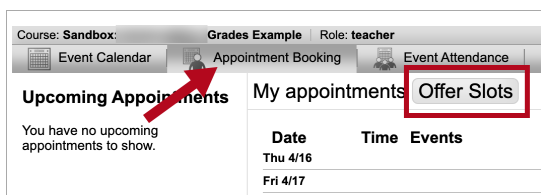
Last Modified on 05/24/2024 3:16 pm CDT

Appointment booking allows you to set up private meetings and give students the opportunity to sign up for specific time slots. You can choose the times appointments are available, their duration, and the time between appointments. Students will be able to view available slots and reserve times. Once an appointment has been reserved, it will no longer be available.

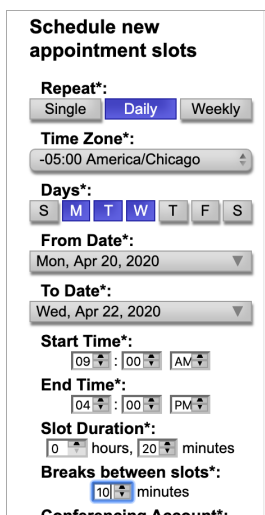
NOTE: Available slots are available to all students in all your courses. If you want a specific set of appointments to be used by students in only one course, you will need to make that clear in your course.

Set Up Appointment Slots

1. Click on **[Collaboration]** and select **[Webex]**.
2. Click on the **[Appointment Booking]** tab in your Webex calendar and then click **[Offer Slots]**.



3. Set up the options for your appointment slots. Pay close attention to all the options to make sure the slots are exactly when you want them to be.

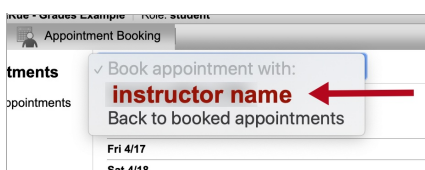
A screenshot of the 'Schedule new appointment slots' form. The form has several sections: 'Repeat*' with buttons for 'Single', 'Daily', and 'Weekly'; 'Time Zone*' with a dropdown menu showing '-05:00 America/Chicago'; 'Days*' with buttons for 'S', 'M', 'T', 'W', 'T', 'F', and 'S'; 'From Date*' with a dropdown menu showing 'Mon, Apr 20, 2020'; 'To Date*' with a dropdown menu showing 'Wed, Apr 22, 2020'; 'Start Time*' with a time picker showing '09:00 AM'; 'End Time*' with a time picker showing '04:00 PM'; 'Slot Duration*' with a time picker showing '0 hours, 20 minutes'; 'Breaks between slots*' with a time picker showing '10 minutes'; and 'Conferencing Account*' at the bottom.

4. Each time period for which you have created slots will show up as a block off time on your calendar.

Date	Time	Events
Thu 4/16		
Fri 4/17		
Sat 4/18		
Sun 4/19		
Mon 4/20	9:00 am – 4:00 pm	Appointment Block (12630)
Tue 4/21	9:00 am – 4:00 pm	Appointment Block (12631)
Wed 4/22	9:00 am – 4:00 pm	Appointment Block (12632)

Student Booking

1. When your students log on, they should go to the **Navbar** and click **[Collaboration] → [Webex]**.
2. They will choose your name from the **[Book appointment with]** dropdown menu.



3. The students will see a list of all available appointments.

Mon 4/20	9:00 am – 9:20 am	Available
	9:30 am – 9:50 am	Available
	10:00 am – 10:20 am	Available
	10:30 am – 10:50 am	Available
	11:00 am – 11:20 am	Available
	11:30 am – 11:50 am	Available
	12:00 pm – 12:20 pm	Available
	12:30 pm – 12:50 pm	Available
	1:00 pm – 1:20 pm	Available
	1:30 pm – 1:50 pm	Available
	2:00 pm – 2:20 pm	Available
	2:30 pm – 2:50 pm	Available

4. Students will click the small **[+]** sign next to the appointment they want to reserve, which will open up a window to type in the name of the appointment and a description. Once those are filled out, they will click **[Reserve Appointment]**.

The screenshot shows a reservation form. A red arrow points to the '+' icon next to the '10:30 am – 10:50 am' slot. The form has the following fields: 'Appointment topic*' (with a red box around it), 'Office hours', 'Purpose of appointment:', and 'Questions about RedOx reactions.'. A green 'Reserve Appointment' button is at the bottom.

5. Students will see any appointments that they have reserved in their **Upcoming Appointments** list in the left hand column.

