

Set Up Appointment Booking in Webex

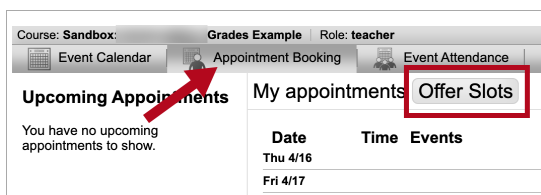
Last Modified on 04/01/2026 3:59 pm CDT

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.

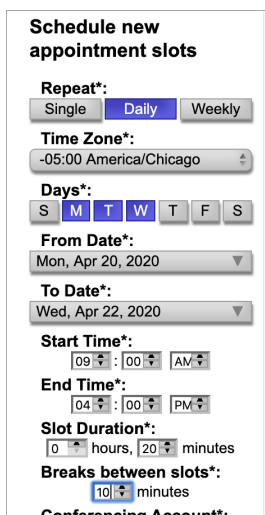
NOTE: Available slots are available to all students in all your courses. If you want a specific set of appointments to be used by students in only one course, you will need to make that clear in your course.

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.

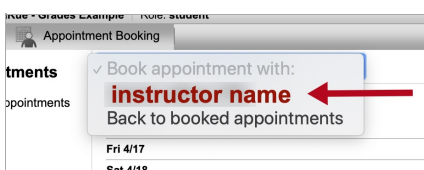
A screenshot of the 'Schedule new appointment slots' form. The form has several sections: 'Repeat*' with buttons for 'Single', 'Daily', and 'Weekly'; 'Time Zone*' with a dropdown menu set to '-05:00 America/Chicago'; 'Days*' with buttons for 'S', 'M', 'T', 'W', 'T', 'F', and 'S'; 'From Date*' with a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

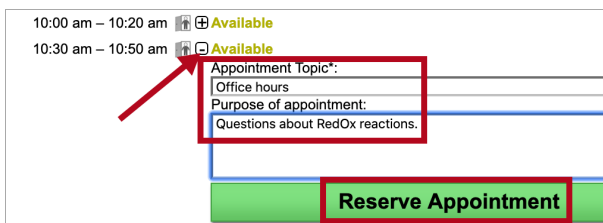
1. When your students log on, they should go to the **Navbar** and click **[Collaboration] → [Webex]**.
2. They will choose your name from the **[Book appointment with]** dropdown menu.



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]**.



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

Upcoming Appointments			
Testing Testing Testing (13494) This is to test the booking of appointments. Starts: Mon, Apr 20, 12:30 PM Ends: Mon, Apr 20, 12:50 PM More testing (13495) Does it do the same thing? Starts: Mon, Apr 20, 3:00 PM Ends: Mon, Apr 20, 3:20 PM	Date	Time	Events
	Mon 4/20	9:00 am – 9:20 am <input type="checkbox"/> Past 9:30 am – 9:50 am <input type="checkbox"/> Past 10:00 am – 10:20 am <input type="checkbox"/> Available 10:30 am – 10:50 am <input type="checkbox"/> Available 11:00 am – 11:20 am <input type="checkbox"/> Available 11:30 am – 11:50 am <input type="checkbox"/> Available 12:00 pm – 12:20 pm <input type="checkbox"/> Available 12:30 pm – 12:50 pm <input type="checkbox"/> Available - Testing Te 1:00 pm – 1:20 pm <input type="checkbox"/> Available 1:30 pm – 1:50 pm <input type="checkbox"/> Available 2:00 pm – 2:20 pm <input type="checkbox"/> Available 2:30 pm – 2:50 pm <input type="checkbox"/> Available 3:00 pm – 3:20 pm <input type="checkbox"/> Available (78) - More testi 3:30 pm – 3:50 pm <input type="checkbox"/> Available	

6. Once students make an appointment, you will see it on your screen listed underneath your availability slots and under your **Upcoming Appointments**.

Upcoming Appointments	My appointments Offer Slots		
Testing Testing Testing (13494) This is to test the booking of appointments. Starts: Mon, Apr 20, 12:30 PM Ends: Mon, Apr 20, 12:50 PM <input type="button" value="Prepare"/> More testing (13495) Does it do the same thing? Starts: Mon, Apr 20, 3:00 PM Ends: Mon, Apr 20, 3:20 PM <input type="button" value="Prepare"/>	Date	Time	Events
	Mon 4/20	9:00 am – 4:00 pm <input type="checkbox"/> Appointment Block (12630) 12:30 pm – 12:50 pm <input type="checkbox"/> Testing Testing Testing 3:00 pm – 3:20 pm <input type="checkbox"/> More testing	
	Tue 4/21	9:00 am – 4:00 pm	<input type="checkbox"/> Appointment Block (12631)
	Wed 4/22	9:00 am – 4:00 pm	<input type="checkbox"/> Appointment Block (12632)
	Thu 4/23		
	Fri 4/24		
	Sat 4/25		
	Sun 4/26		

7. When it is time for a student's appointment, start and host the meeting as usual. The student will see a **[Join]** button once the appropriate time has arrived.

Email Notifications

To setup email reminders for your Webex appointments, click on **[Account Settings]** next to your account name on the upper right corner. Then click on the **[Email]** tab from the left column to get to the **Email Settings** page.

The screenshot shows the Lonestar LMS interface. At the top, there are navigation tabs: Course Management, Content, Grades, Course Activities, Collaboration, and More. Below these, there's a header with Course, Role, and Logged in as. A red box highlights the 'Account Settings' link in the top right corner. A red arrow points from this link to the 'Email' tab in the left sidebar. The main content area is titled 'Email Settings' and has a 'General' section with fields for Identity Email Address, Messaging Email, and Address. Below that is an 'Email Subscriptions' section with checkboxes and dropdowns for Reminders, Scheduling Changes, and Schedule. A note at the bottom states: 'Note: These times are approximate and may not be exact, depending on your email provider's settings, traffic, and other networking factors.'

