

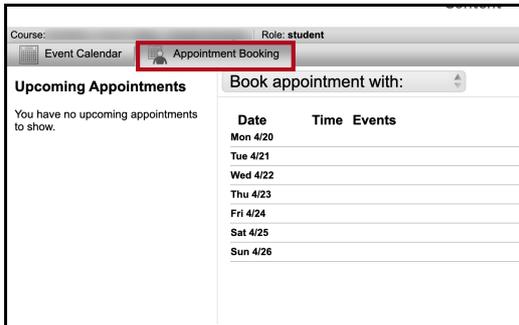
# Reserve a Webex Appointment in D2L

Last Modified on 11/12/2021 9:41 am CST

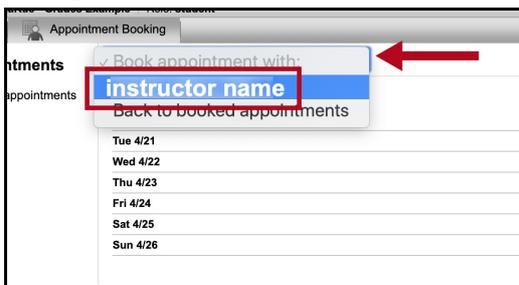
Your professor may offer the option to sign up for specific time slots for Webex meetings for office hours, testing, meetings, or other individual sessions. You will need to sign up for a slot if this is the case.

## To Reserve a Webex Appointment

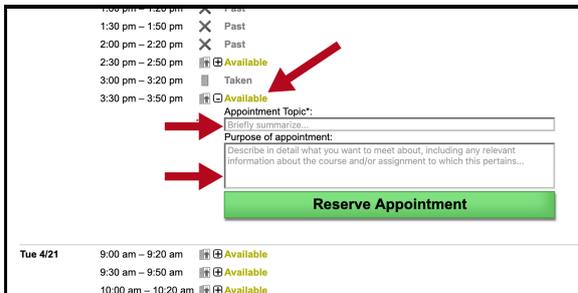
1. In your course, click **Collaboration** on the navbar and choose **Webex**.
2. On the Webex dashboard, click on the **Appointment Booking** tab.



3. Click on the **Book Appointment With:** dropdown menu and choose your instructor (or the person you're making an appointment with).



4. Click the **Available** link next to the time slot you would like to reserve.



- Type a short "Appointment Topic."
  - Type a more descriptive "Purpose of appointment."  
(Follow your instructor's guidance on how to fill out these fields.)
5. Click the **Reserve Appointment** button.
  6. Your reserved appointment now shows on the **Appointment Booking** tab under **Upcoming Appointment(s)** in the left-hand column.

Course: Sandbox      Role: student

Event Calendar      Appointment Booking

**Upcoming Appointment**

**Webex Testing (13713)**  
 I am testing and making documentation.  
**Starts:** Tue, Apr 21, 10:30 AM  
**Ends:** Tue, Apr 21, 10:50 AM

Date	Time
Mon 4/20	9:00 am -
	9:30 am -
	10:00 am -
	10:30 am -
	11:00 am -
	11:30 am -
	12:00 pm -
	12:30 pm -

7. If you wish to cancel your appointment, you can click on the Appointment Booking tab and click the link for your reserved appointment, then click the **Cancel Appointment** button.

on.

1:30 pm - 1:50 pm	X Past
2:00 pm - 2:20 pm	X Past
2:30 pm - 2:50 pm	X Past
3:00 pm - 3:20 pm	Taken
3:30 pm - 3:50 pm	Available

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**Tue 4/21**

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	Webex Testing I am testing and making documentation.
11:00 am - 11:20 am	Available
11:30 am - 11:50 am	Available

**Cancel Appointment**

8. When the time arrives for your scheduled Webex appointment, click the **Join** button under the appointment information in the left-hand column.