



# Information Technology Services

Support Phone: (201) 360-4310

Support Email: : [itshelp@hccc.edu](mailto:itshelp@hccc.edu)

Website: <https://www.hccc.edu/administration/its/index.html>

Twitter: @HCCC\_ITS

## Canvas WebEx Integration

1. To setup Canvas integration to WebEx, login to Canvas and access any course you are teaching.
2. Click Cisco WebEx

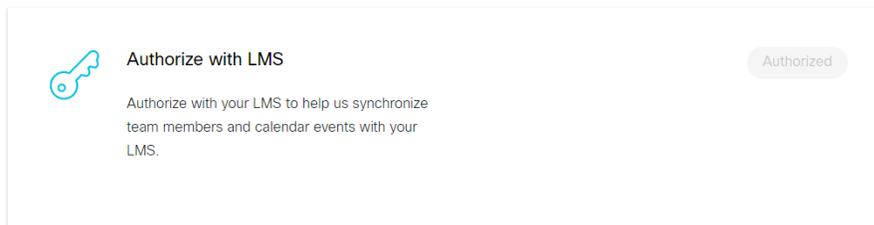
[Accessibility Report](#)

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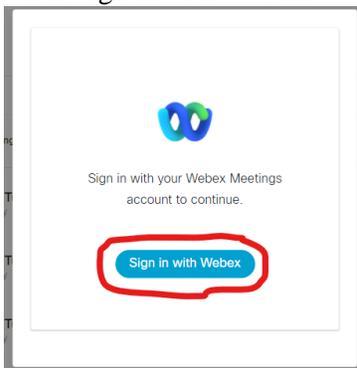
[Cisco Webex](#)

[Settings](#)

3. Click Settings and scroll down to Authorize LMS



4. Click Sign in with WebEx



5. Use your HCCC login credentials to login to WebEx



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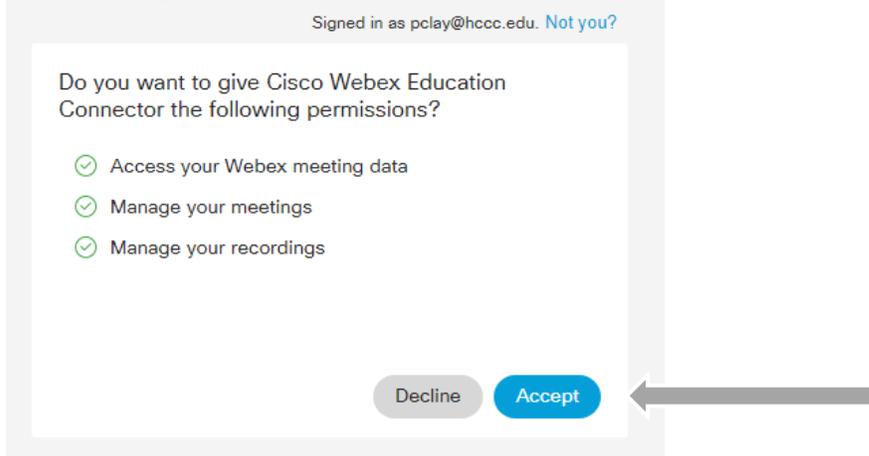
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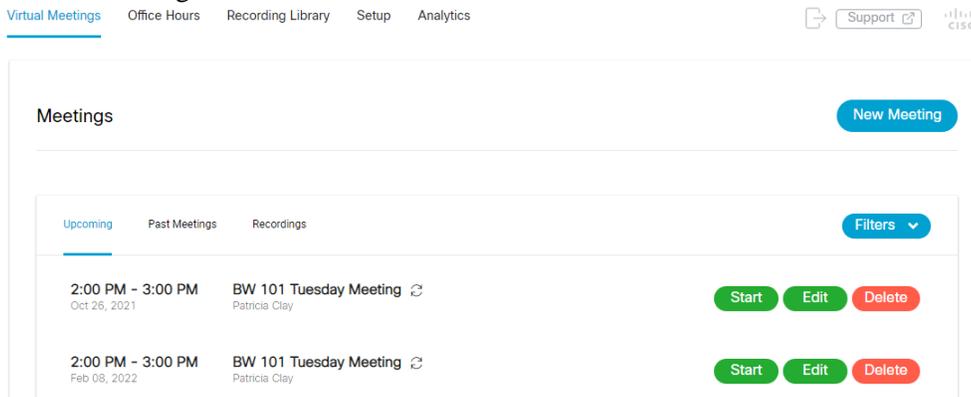
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6. Give Canvas permission to access your WebEx account by clicking Accept

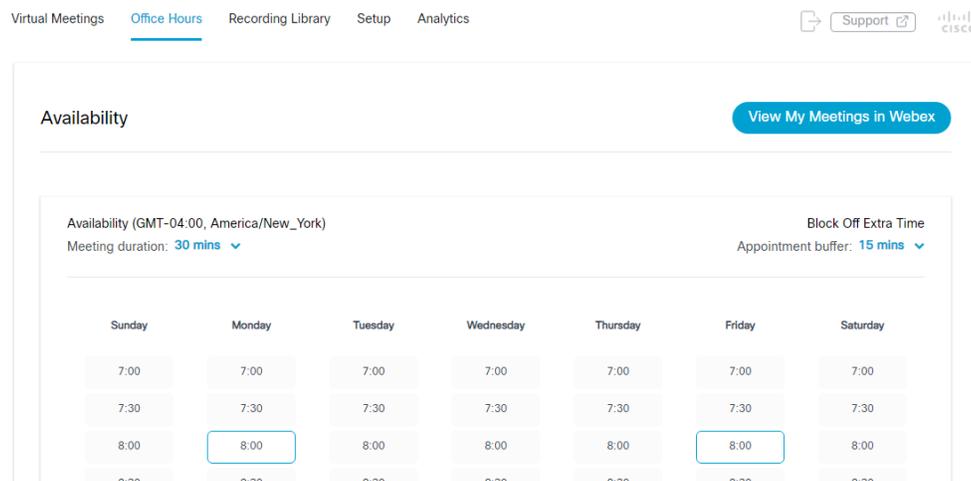


7. Once this is complete, you may set up Class Meetings and Office Hours

- a. Virtual Meetings



- b. Office Hours



8. Reauthorizing – periodically you must reconnect WebEx to Canvas

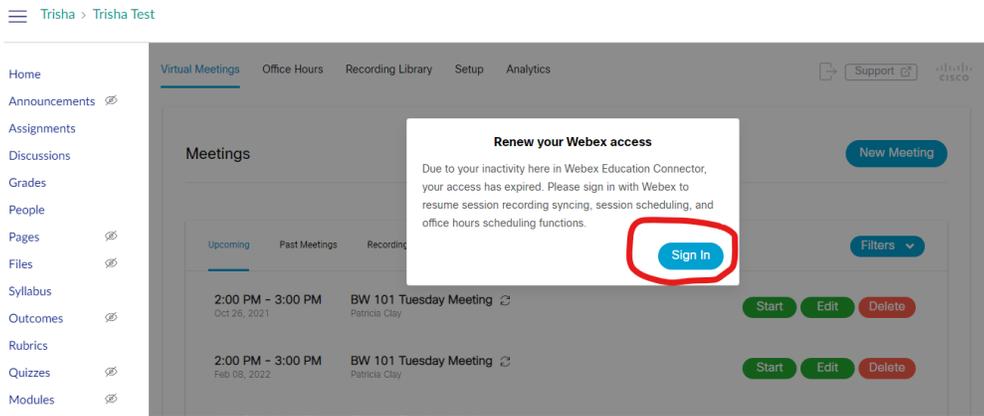
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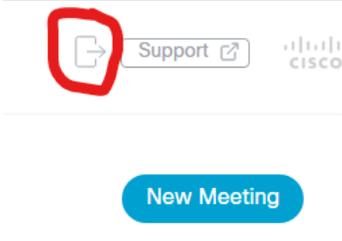
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- a. When prompted, click the Sign In button



- b. Sign into WebEx with your HCCC credentials  
c. If you have difficulty with WebEx in your courses, click the logout button



- d. Then click on the Virtual Meetings or Recording Library tab, click sign in, accept permissions (as step 6 above).  
e. If you have any difficulty with WebEx, please contact ITS at [itshelp@hccc.edu](mailto:itshelp@hccc.edu)