Webex integration for Sakai

**What is it?**
The Webex tool in Sakai makes it easy to join online class sessions that will use Webex. We recommend using Google Chrome as your browser when accessing Sakai to join Webex online classes.

**Add the Chrome Webex Extension**
To be able to quickly join Webex through Sakai you need to install the Chrome Webex Extension in your browser

1. Open up the Google Chrome browser
2. Go to the [Webex Extension page](https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhfmfmgfeifomenelgieieghnjghma)
3. Click Add to Chrome

![Cisco Webex Extension](https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhfmfmgfeifomenelgieieghnjghma)

**Joining Webex virtual classes**
1. Open up Sakai using a Google Chrome browser
2. Go to your Sakai course site
3. Click on the **Webex** left navigation option
4. In the **Virtual Meeting** tab you will see a list of all upcoming classes, click the **Join** button:

![Virtual Meetings](https://chrome.google.com/webstore/detail/cisco-webex-extension/jlhfmfmgfeifomenelgieieghnjghma)
5. Select to either use a Phone to call in, or if you have a computer headset use the Call using Computer option

![Audio Conference](image)

6. You will then enter the virtual class

### Schedule office hours with Webex

If your instructor has selected to use Webex for their office hours, you can see upcoming availability and reserve an office hour appointment from right inside Sakai.

Open up Sakai and go to your course site.

1. Click on the Webex left navigation option, select office hours

![WEBEX](image)

2. You will see a list of available times, click on a time to reserve it (13:00 is 1pm, 14:00 is 2pm, etc)
3. Scroll to the bottom of the page and Confirm the Meeting to reserve the time

4. You will see a confirmation message, copy this information down just in case you don’t receive a confirmation email

5. Within 15 minutes you should receive a confirmation email with instructions on how to join the meeting