

# Office Hours made better

Your students need one on one time with you for the important conversations.

With Office Hours on Webex, every student knows when you're available and can book a time slot to meet you anywhere over video.



## PRO TIP

Teach students to include why they want to meet in their requests, so you can be prepared.

Office Hours	
Tuesday	Wednesday
7:00	7:00
8:00	8:00
9:00	9:00
10:00	10:00
11:00	11:00

### 1. Plan your Office Hours

Pick time slots you're free in intervals of 15, 30, 45 or 60 minutes.

### 2. Offer your time

Let everyone know they can book time with you on your classroom webpage. As they sign up for slots, you'll both receive an invitation on your calendar, with a link to join the virtual meeting later.

### 3. Meet

Click the link in your email invite, join from your class webpage, or join on the go from your Webex Teams app. You're good to go!

### 4. Follow up

To keep an open line of discussion, send a message in Webex Teams to continue the conversation.

Save time and make meeting easier with virtual Office Hours on Webex.

**Cisco** Webex  
Teams