

# Instructor

## Conferences Overview

In this video you will learn how to create and manage conferences in your course. You can create a conference to provide lectures or demonstrations or hold virtual office hours.

To view the Conferences Index page, click the Conferences link in Course Navigation. The New Conferences section displays conferences that are either ready to start or are in progress and ready for invited participants to join. Note that students cannot join a conference until it has been started. To join an in-progress conference, click the Join button. Once a conference has ended, it will display in the Concluded Conferences section. Note that students can only view conferences to which they have been invited.

To create a conference, click the Add Conference button. Type a name for the conference in the Name field. Set a time limit for the conference or select the No time limit checkbox. You can also enable recording for your conference by selecting the Enable recording for this conference checkbox. Then, give your conference a description and specify which course members to invite to the conference. To save your conference, click the Update button. Click the Settings icon to edit the settings for an unstarted conference or to delete a conference.

You've now completed this tutorial video on Conferences. For additional information on this or any other topic about Canvas, please visit [guides.canvaslms.com](https://guides.canvaslms.com). You can also ask questions and engage with other Canvas users by visiting [community.canvaslms.com](https://community.canvaslms.com).