



Schedule and/or Start a Meeting for Another WebEx Host

WebEx "Schedule on Behalf" Host Privileges

WebEx lets you give one or more users the ability to schedule and/or start meetings on your behalf using WebEx Meeting Center, Training Center, and the Productivity Tools in Microsoft Outlook. You can use Outlook to allow another person, known as a delegate, to receive and respond to WebEx meeting requests, access your calendar, and send email messages on your behalf. To do this you will need to complete the following steps:

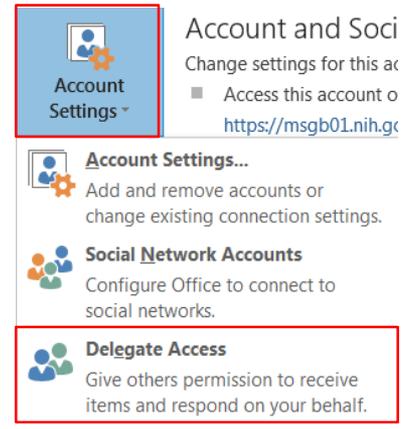
- ❑ **Assign a delegate in Outlook to use the integrated Productivity Tools when scheduling on your behalf.**
Note: For additional assistance, please contact the IT Service Desk at 301-496-4357.
- ❑ **Grant WebEx scheduling permissions to a user from your WebEx account.**
Note: The users you grant scheduling permissions to must have a WebEx host account.
- ❑ **Scheduling a Meeting on Another Host's Behalf from Outlook (includes instructions for assigning an optional alternate host)**

Assign a Delegate in Outlook

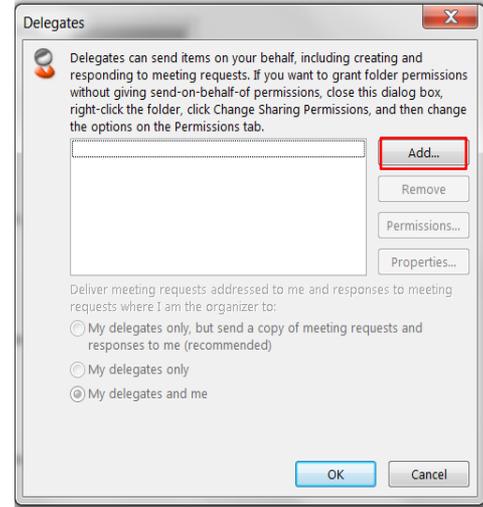
1. In Outlook, click the **File** tab.



2. Click **Account Settings**, and then click **Delegate Access**. *The Delegates window will appear.*



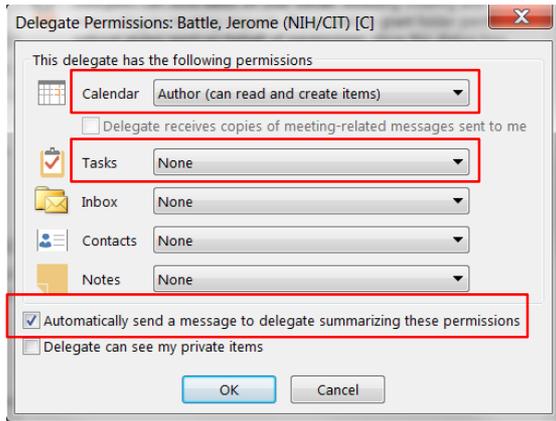
3. Click **Add**.



4. Type the name of the person whom you want to designate as your delegate, or search for and then click the name in the search results list.

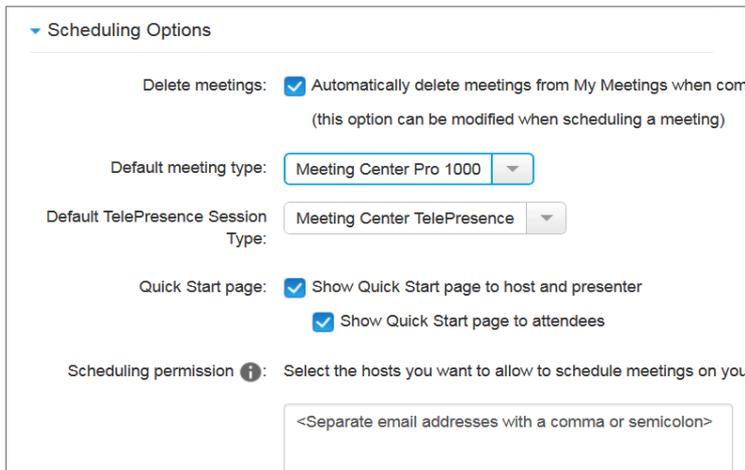
Note: The delegate must be a person in NIH's Exchange Global Address List (GAL).

- Click **Add**, and then click **OK**.
- In the **Delegate Permissions** dialog box, in the **Calendar** drop-down, select **Author (can read and create items)**. Set the **Tasks** permission setting to **None**. To send a message to notify the delegate of the changed permissions, select the **Automatically send a message to delegate summarizing these permissions** check box, and then click **OK**.

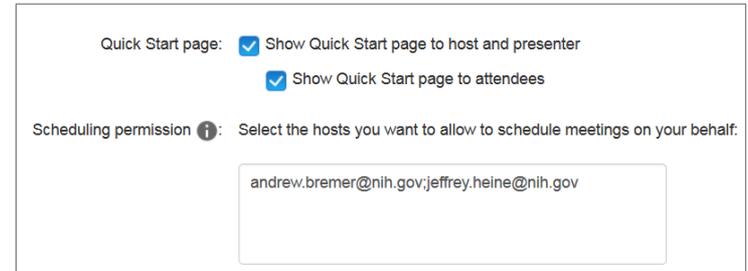


□ Grant WebEx Scheduling Permission

- Log in to <https://nih.webex.com>.
- Click **My WebEx**, select **Preferences** in the left navigation panel, then click **Scheduling Options**. *The Scheduling Options appear.*



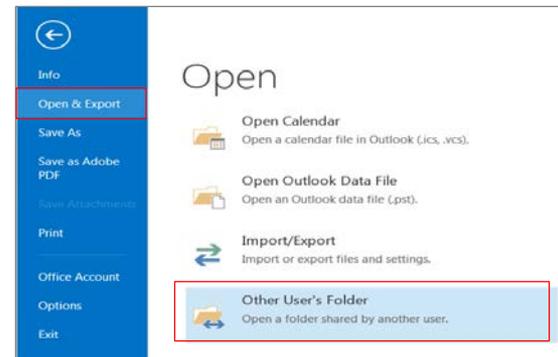
- Enter the email addresses of the WebEx hosts you would like to give scheduling permissions in the text box under **Scheduling permission**.



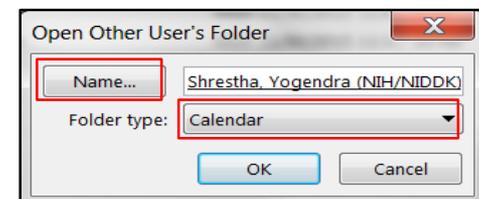
- Click **OK**, and then click **Save** on the **Preferences** page.

□ Scheduling a Meeting on Another Host's Behalf from Outlook

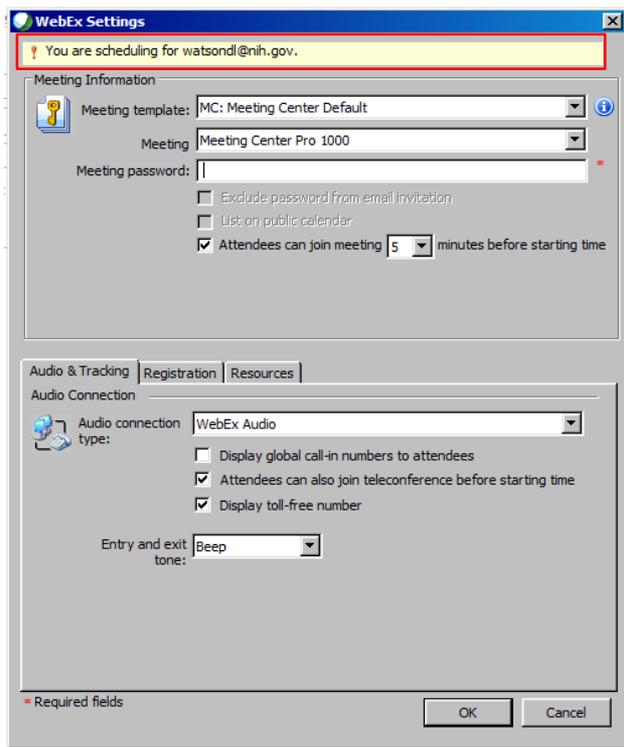
- From Outlook, open the host's calendar by selecting **File > Open > Other User's Folder**.



- Click **Name...** and select the host's name from the NIH Global Address List, then select **Calendar** from the **Folder type**: drop-down, and click **OK**.



- Click on a date in the host's calendar, and then click **Schedule Meeting** from the Outlook toolbar. *A new Outlook appointment message appears.*
Note: Be sure that you have selected your delegate's calendar and not your personal calendar. The appointment will only be visible in one calendar.
- Schedule the meeting, entering the meeting information on the **Appointment** tab and selecting attendees from the **Invite Attendees** or **Scheduling** menus.
- Click **Add WebEx Meeting**. *The WebEx Settings dialog box appears and identifies the host for whom you are scheduling the meeting. You will see the "You are scheduling for" banner at the top of the window.*



- Enter and confirm a password for the meeting.
Note: The password must be at least four characters.

- Under the **Audio & Tracking** tab select the type of teleconference you would like to use.
- Select the **Registration** tab in order to require attendee registration. *(Optional)*
- To add an **Alternate host**, select the **Resources** tab and click the checkbox next to name of the WebEx host to whom you would like to grant alternate host privileges *(Optional)*. The alternate host can start and control the meeting in case you are unable to attend or lose the meeting connection.



- Verify that all other meeting options are correct, and click **OK** to close the dialog box.
- Click Send. *The meeting invitation is sent on behalf of the WebEx host. The calendar owner will receive a message forward notification.*

