NIH WebEx: Assigning an Alternate Host When Scheduling a Meeting

WebEx lets you give one or more NIH WebEx account users the ability to start and host meetings on your behalf using WebEx Meeting Center, Training Center, or Event Center.

You can assign the Alternate Host role using the Productivity Tools in Microsoft Outlook or through the official website nih.webex.com when scheduling your meeting. The instructions below describe how to assign an Alternate Host through the Productivity Tools in Microsoft Outlook.

NOTE: To assign an Alternate Host, you be the Owner of the calendar you're working on, have a WebEx host account, and have Productivity Tools installed on your computer.
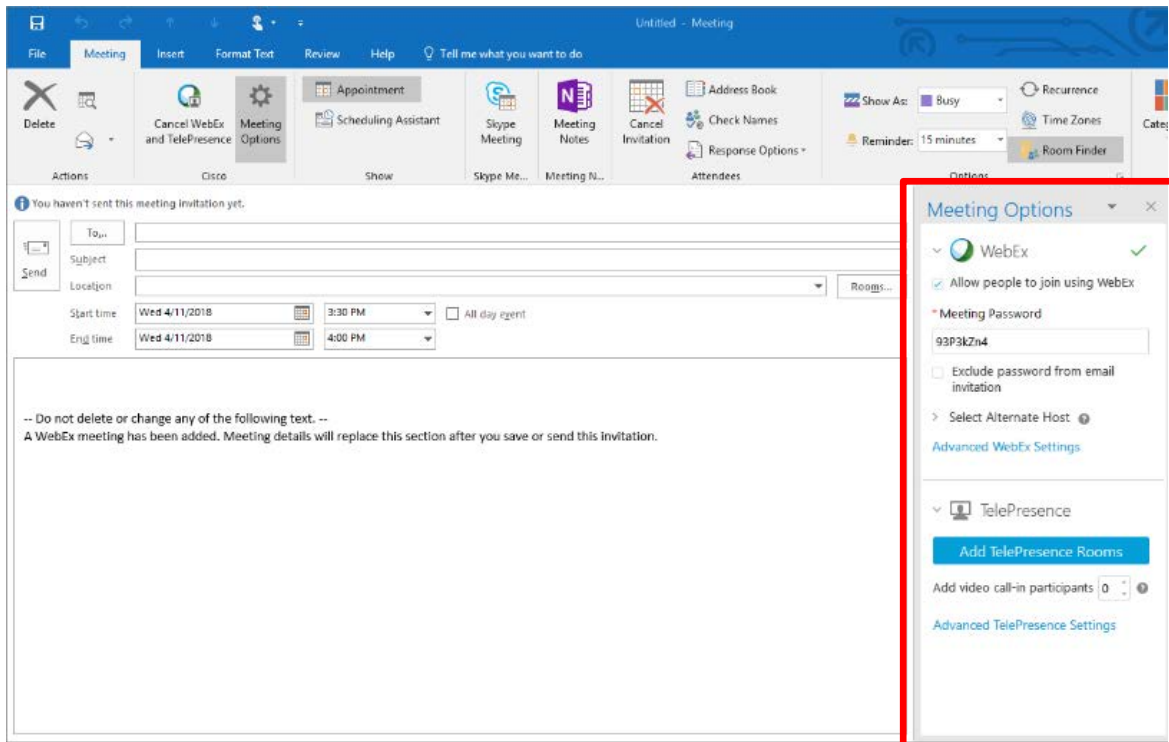
To assigning an Alternate Host role using Productivity Tools/Microsoft Outlook:

1. Launch Microsoft Outlook.
2. On the **Home** tab, locate the **Schedule Meeting** option, and then click the down arrow to view the options.
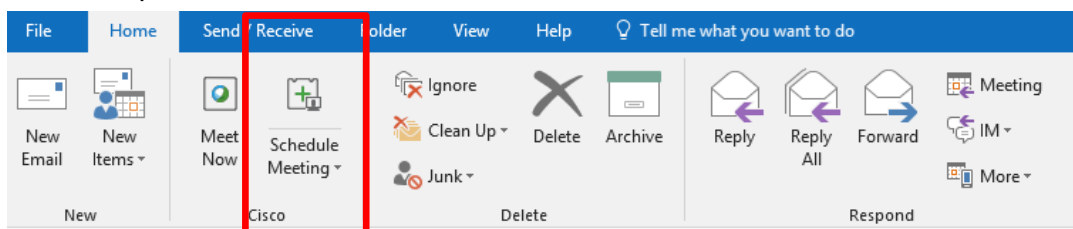
3. Select **Schedule WebEx and Telepresence Meeting**.

The Outlook calendar entry appears with embedded WebEx meeting options in a right-side panel.

4. Enter the appropriate information in the **To**, **Subject**, **Location**, **Start Time**, and **End Time** fields.

   NOTE: **Alternate Host** meeting option is available in the right-side panel. As you populate the To field, the Alternate Host option will populate as well. If you intend to designate one or more invited participants as Alternate Hosts, they _must_ have an active NIH WebEx host account.

5. After completing the fields, hover over the Select Alternate Host option in the right-side panel. To select one or more Alternate Hosts, select the checkbox next to the name of the person you want to be an Alternate Host.
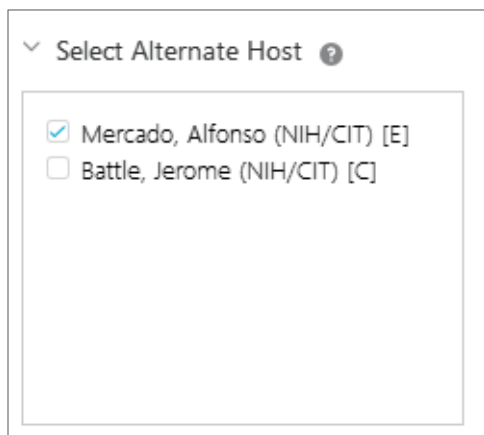
6. Review the information in the meeting invitation to be sure it's correct, and then click **Send**. All participants and alternate hosts will be notified with WebEx login information.