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.**
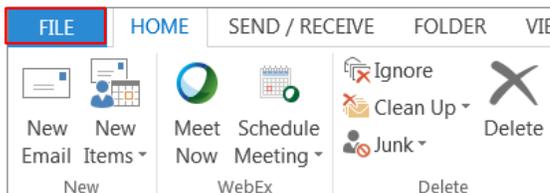>
>   *Note*: The users you grant scheduling permissions to must have a WebEx host account.
>
> ❑ **Scheduling a Meeting on Another Host's Behalf from Outlook (includes instructions for assigning an optional alternate host)**
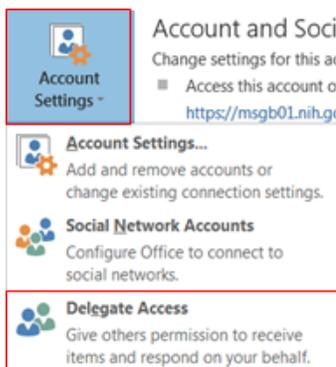
Assign a Delegate in Outlook:

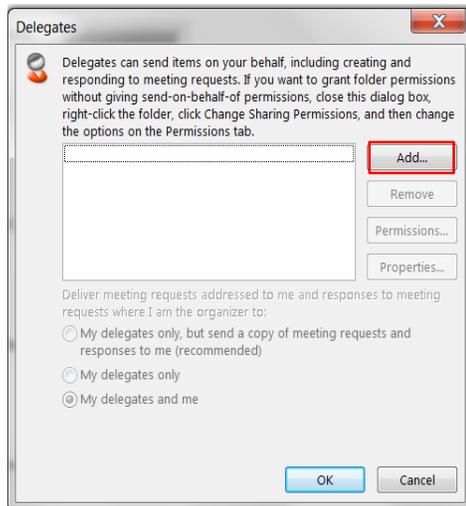Must be performed by the Owner of the calendar.

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

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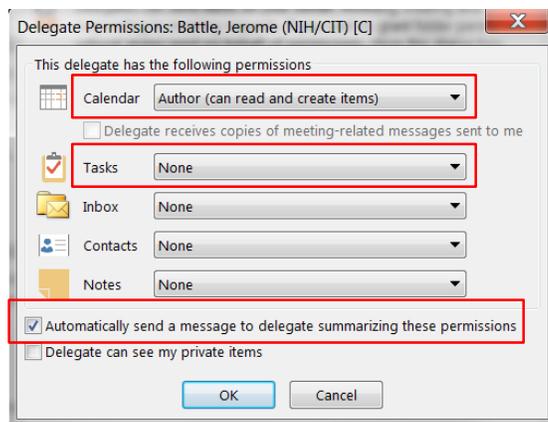
3. Click **Add**.

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.
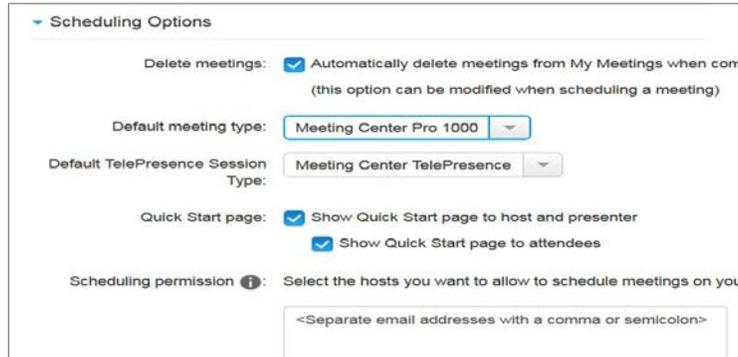   NOTE: The delegate must be a person in NIHs Exchange Global Address List (GAL).
5. Click **Add** then click **Ok**.
6. In the **Delegate Permissions** dialog box, in the **Calendar** drop-down menu, select **Author (can read and create items)**. Set the **Tasks** permission setting to None. To send a 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**.
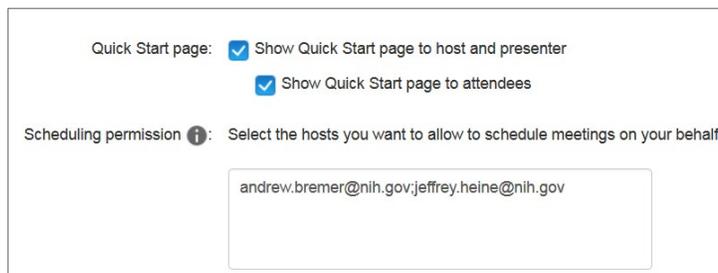
Grant WebEx Scheduling Permission:

1. Log in to https://nih.webex.com
2. Click **My WebEx**, select **Preferences** in the left navigation panel then click on **Scheduling Options**. The Scheduling options appear.

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

4. Click **Ok**, and then click **Save** on the **Preferences** page.
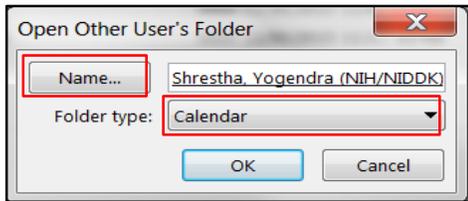
Scheduling a Meeting on Another Host's behalf from Outlook:

Must be preformed by the non-owner of the calendar.

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

2. Click **Name**…and select the host's name from the NIH Global Address List (GAL), then select **Calendar** from the Folder Type: drop down menu, and click **Ok.**

3. 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.

4. Schedule the meeting, entering the meeting information on the **Appointment** tab and selecting attendees from the **Invite Attendees** or **Scheduling** menus.
5. 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.

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

7. Under the **Audio & Tracking** tab select the type of teleconference you would like to use.
8. Select the **Registration** tab in order to require attendee registration (Optional).
9. To add an **Alternate Host**, select the **Resources** tab and click the checkbox next to the 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.

Audio & Tracking | Registration | Resources

Info tab templates: Default Information Tab

Alternate host:
☑ Harper, Felice (NIH/CIT) [C]
☑ Mercado, Alfonso (NIH/CIT) [E]
☑ Robinson, India (NIH/CIT) [E]

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

ⓘ This meeting is not in the Calendar; it may have been moved or deleted.
From: Microsoft Outlook on behalf of Tom Norman
To: Rosie Blakeslee
Subject: Meeting Forward Notification: ARAMARK Feed Discussion

Your meeting was forwarded

Tom Norman has forwarded your meeting request to additional recipients.

Meeting
ARAMARK Feed Discussion

Meeting Time
Friday, August 12, 2011 10:00 AM-11:00 AM.

Recipients
Thom Reisterer
D2168MAK

For *questions related to product features and functionality*, contact WebEx Technical Support at 1-866-229-3239 (available 24 hours a day, 7 days a week).

For *account related questions or other issues*, contact the NIH IT Service Desk at http://itservicedesk.nih.gov/support or call (301) 496-HELP (4357), 301-496-8294 (TTY), or 866-319-4357 (HELP).