

## Create a Delegate Schedule a WebEx Meeting on Your Behalf in Outlook

If you host WebEx meetings regularly, you can delegate someone else to schedule, edit, cancel and start meetings for you.

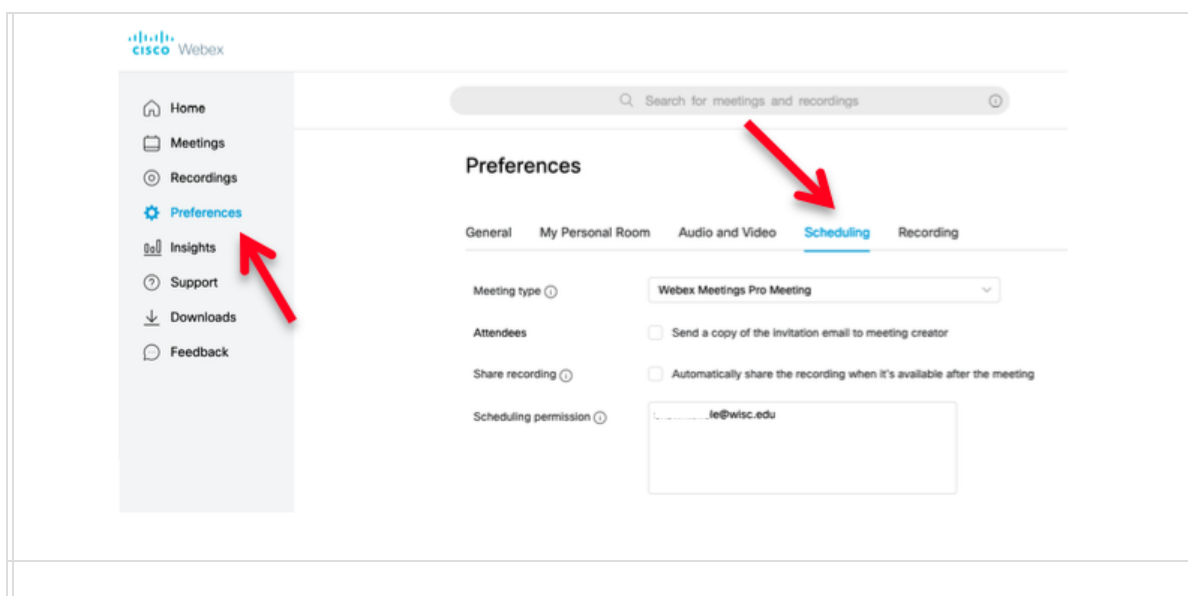
### Allow Someone to Schedule Meetings on Your Behalf Overview

To give someone permission to manage your meetings, give them scheduling permissions on your WebEx site, and share your calendar with them in Microsoft Outlook.

The delegate must have a host account and have WebEx Productivity Tools installed on their computer.

### Assign a Delegate on the WebEx Site

- 1 Sign in to <https://asurams.webex.com> using your ASU credentials.
- 2 Select **Preferences > Scheduling > Scheduling Permissions**.
- 3 In the **Scheduling permission** box, enter the email address of one or more hosts you want to allow to schedule meetings on your behalf.  
You can select a maximum of 20 hosts.
- 4 Select **Save** at the bottom of the Preferences page.  
On Windows, you can get to the same page through the WebEx integration to Microsoft Outlook. From Outlook select **Schedule Meeting > More > Set Scheduling Permission** to go directly to the **Scheduling Options** section on your WebEx site.

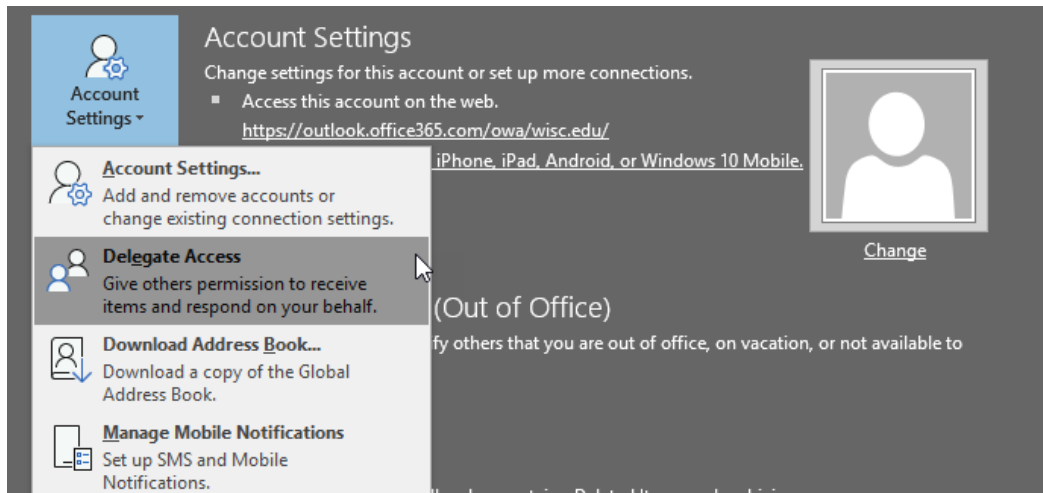


For additional assistance, please contact the ITS Helpdesk at 229-500-4357 or [helpdesk@asurams.edu](mailto:helpdesk@asurams.edu)

## Host: Share Your Outlook Calendar

1

In Outlook, go to **File | Account Settings | Delegate Access**

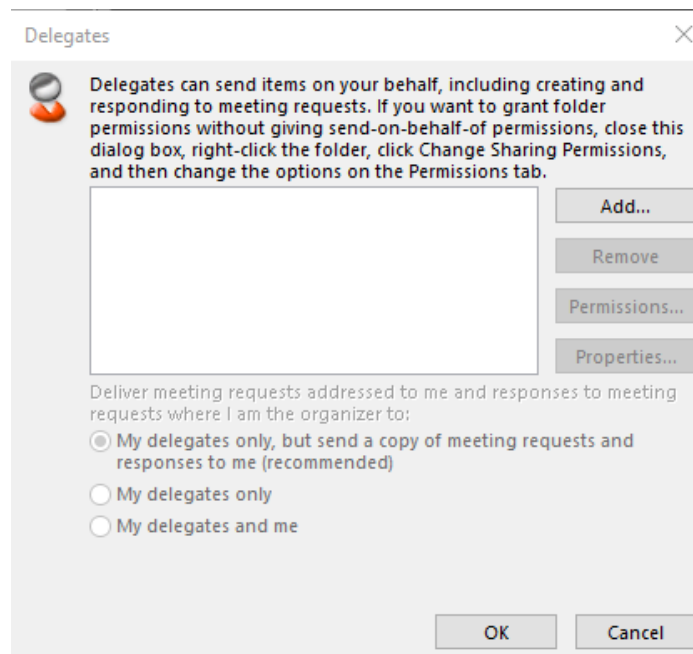


2

Click **Add | search for the individual | select them from the list | Add | OK**

3

Select **My delegates only, but send a copy of meeting requests and responses to me.**

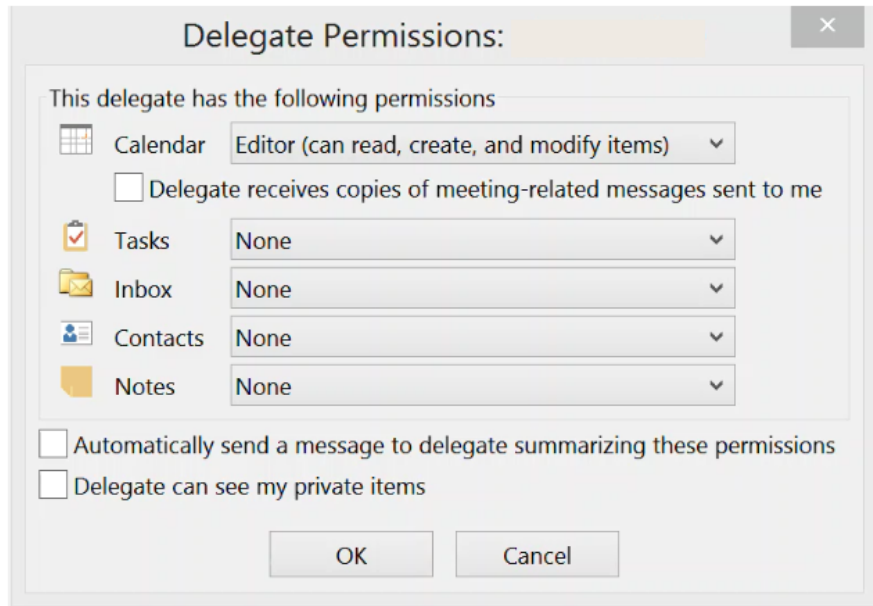


## Permissions

4

Select **Permissions** for the user you added and ensure "Delete receives copies of meeting-related messages sent to me" is **not selected** (unless needed).

Calendar should be set to **Editor**.



## How Delegates Start a WebEx Meeting

1

Open your Outlook Desktop client and click **Calendar**

2

Select the users calendar you were scheduling for

3

Click on the scheduled meeting

**Note** - You should see a notice that says "If you are a host, go here to view host information."

4

Click on the green **Start** meeting button