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 <u>https://asurams.webex.com</u> 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.				

♀ Preferences gel Insights ③ Support ▲ Downloads ▶ Feedback □ Feedback □ Attendees □ Automatically share the recording when it's available after the meeting Scheduling permission ⊙	Home Meetings Recordings	Search for meetings and recordings Preferences
	 Preferences add Insights ③ Support ↓ Downloads ○ Feedback 	General My Personal Room Audio and Video Scheduling Recording Meeting type () Webex Meetings Pro Meeting Attendees Send a copy of the invitation email to meeting creator Share recording () Automatically share the recording when it's available after the meeting Scheduling permission ()

For additional assistance, place contact the ITS Helpdesk at 229-500-4357 or helpdesk@asurams.edu





Permissions

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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**.

Delegate Permissions:							
This delegate has the following permissions							
Calendar	Calendar Editor (can read, create, and modify items) 🗸						
Delegate receives copies of meeting-related messages sent to me							
🗹 Tasks	None				~		
🔯 Inbox None							
Contacts	None				~		
Notes	None				~		
Automatically	send a mess see my privat	age to de te items DK	elegate su Car	mmarizing the	ese permis	sions	

How Delegates Start a WebEx Meeting

1	Open your Outlook Desktop client and click C alendar
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

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