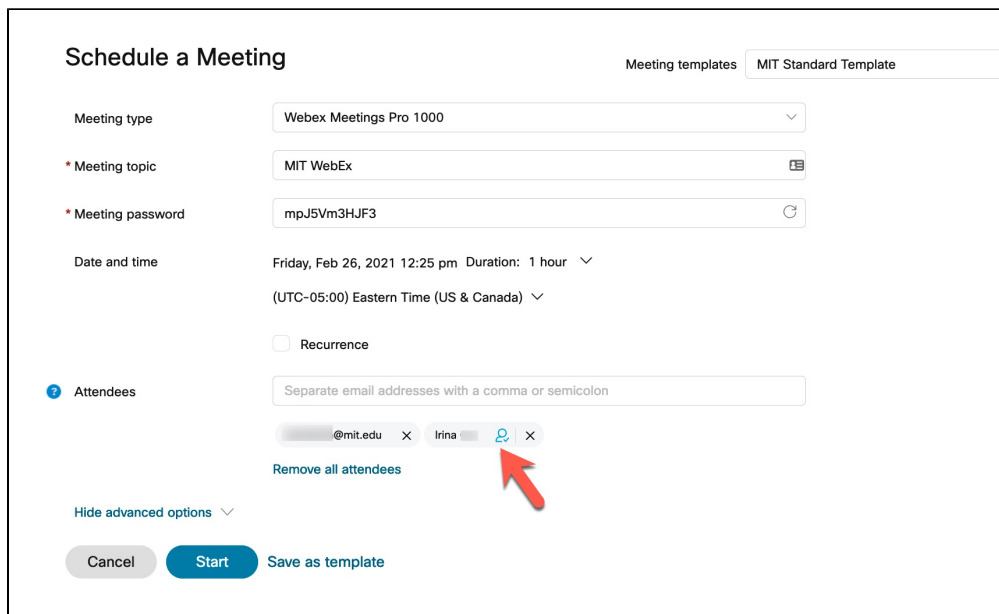


Webex - How to create a meeting on behalf of another (delegate permissions)

Webex - How to create a meeting on behalf of another (delegate permissions)

Webex has removed delegate functionality from the current version of the web app. One workaround is to set up a meeting for another person as yourself and [designate the other person as the host](#).

Invitees with an MIT Webex account that allows them to host meetings will appear in the list with a person icon. Clicking the icon to turn it blue will make them an additional/alternate host of the meeting.



Schedule a Meeting Meeting templates MIT Standard Template

Meeting type Webex Meetings Pro 1000

* Meeting topic MIT WebEx

* Meeting password mpJ5Vm3HJF3

Date and time Friday, Feb 26, 2021 12:25 pm Duration: 1 hour (UTC-05:00) Eastern Time (US & Canada)

☐ Recurrence

Attendees Separate email addresses with a comma or semicolon

@mit.edu x Irina x

Remove all attendees

Hide advanced options

Cancel Start Save as template

See Also

- [Webex Landing Page](#)