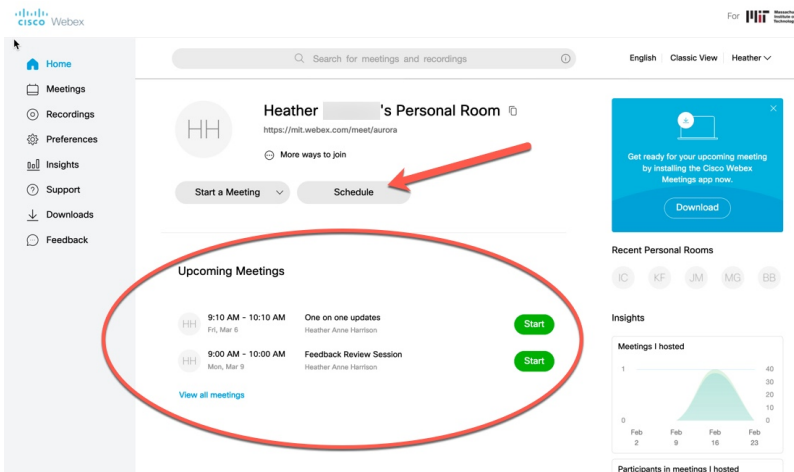# How do I designate an alternate host for my meeting?
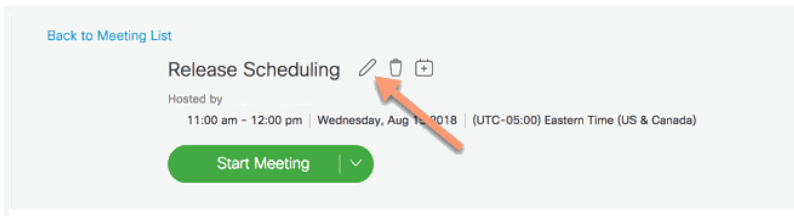
## Q: How do I designate an alternate host for my meeting?

Answer

1. Log into WebEx
2. On your home screen either create a new meeting by clicking on "Schedule a Meeting" or select an existing meeting in "Upcoming Meetings".

3. If editing an existing meeting, click on the pencil icon to make changes to your meeting.

4. Once you've added attendees to your meetings, any attendees eligible to host meetings (people with WebEx host accounts, which includes MIT students, faculty and staff) have an icon next to their name you can click to select them as a host.
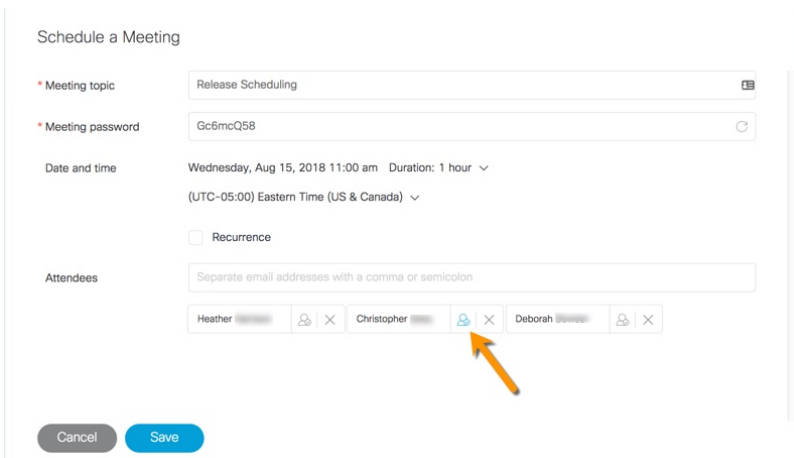
Result: Once clicked the icon turns blue indicating that attendee has been designated an alternate host.

5. Click on **Save Meeting**.

See Also

- Webex Landing Page