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

These instructions require you to switch to Classic View and create meetings in classic view whenever scheduling a meeting with delegate permissions. See: How do I switch Webex to Classic View?.

Alternatively, you can set up a meeting for another person as yourself and designate the other person as the host.

This process allows one MIT WebEx user to become a delegate for another WebEx user for the purposes of scheduling meetings on one's behalf.

This is a two step process that involves some action from both users.

- The person being scheduled on behalf of needs to add the scheduler as a delegate
- The person scheduling the meeting can then choose to schedule on behalf of him/her

Adding a delegate

Add a delegate to WebEx if you plan on having an assistant or someone else handle the scheduling of your WebEx meetings or Events

In order for these instructions to work, the delegate must have already logged into WebEx at least once in the past in order to create their account

1. Login to WebEx at http://mit.webex.com
2. Click on My WebEx
3. Click My Profile on the left hand side
4. Click on Preferences on the right hand side
5. Select Scheduling Options then the link Select Host
6. Type the email address of the person of whom you'd like to be able to setup meetings on your behalf into the search box and click Search
7. Their email address should appear below. Select it and click Add, then click OK
8. Important: Scroll to the bottom of the page and click Save
9. Your designate should be all set.

Creating a meeting on behalf of another person

In order to do this, you must already be setup as a delegate for another user. Please see the steps above

1. Login to WebEx at http://mit.webex.com
2. Click on Meeting Center
3. Click on Schedule a Meeting on the left-hand menu
4. Click the link for the Advanced Scheduler
5. In the dropdown box labeled: Schedule For:, choose the person you'd like to schedule a meeting for
6. Proceed with the meeting setup as normal