

Allow delegate permission

If you host Webex Meetings regularly, you can delegate someone else to schedule and edit meetings for you.

Assign a Delegate on the Webex Site

Your delegate must have a host account and have the Cisco Webex Meetings application installed on their computer.

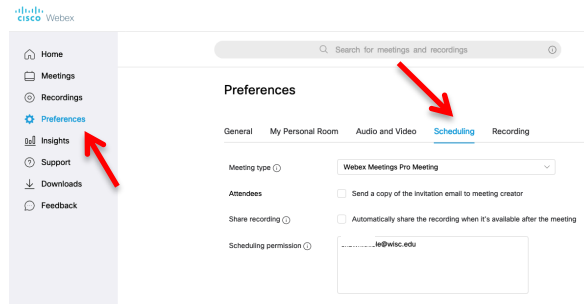
To give someone permission to manage your meetings, you have to give them scheduling permissions on your Webex site **and** share your calendar with them in Outlook.

- 1 Sign in to your Webex site.
<https://uwmadison.webex.com/>

- 2 If you're in Modern View, go to *Preferences > Scheduling*. If you're in Classic View, go to *My Webex > Preferences > Scheduling Options*.

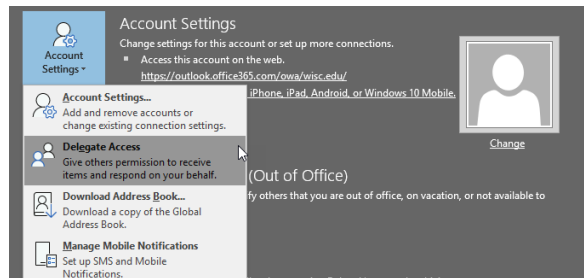
In the Scheduling permission text box, enter the *email addresses* of the hosts you want to give scheduling permission. If more than one person separate emails with a comma.

- 3 Select *Save* at the bottom of the Preferences page.

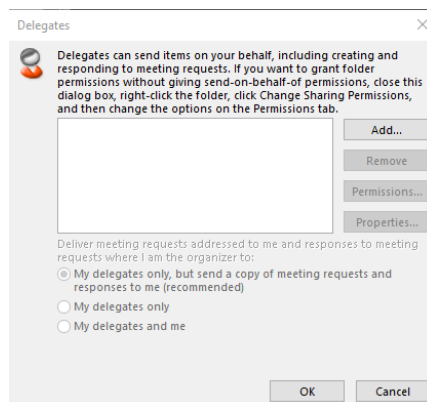


Share you Outlook calendar

In Outlook go to *File, Info, Account Settings, Delegate Access*.



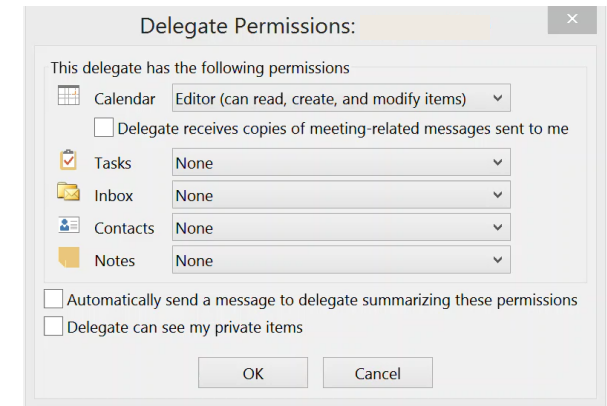
Click *Add*, search for individual, then select from the list, click *Add* again and click *OK*.



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

Permissions

Permission box (see below) will come up



Allow for just Calendar, Editor (can read, create, and modify items).

Delegates

Be sure to specify which permissions you really want. When scheduling a Webex Meeting on behalf of someone else you are essentially putting a meeting invitation onto their calendar.