You can grant permission to other users to act as your “delegate” to schedule and/or start meetings on your behalf using WebEx Meeting Center, Training Center, and Outlook.

**Set Permissions**

First, permission must be granted to a user from your WebEx account. In order to use the integration to Outlook for scheduling, you must also assign the individual as a delegate in Outlook.

**GRANT SCHEDULING PERMISSION**

1. Log in to WebEx at: [http://uakron.webex.com](http://uakron.webex.com)
2. Click **My WebEx > My Profile** and scroll down to the **Session Options** section
   OR
   If you have installed the Productivity Tools, click the **Schedule Meeting** down arrow in the Outlook toolbar and select **Set Scheduling Permission** from the drop-down menu and scroll to the **Session Options**.
3. Click **Select from Host List** next to the Scheduling Permission text box.
4. The **Select Hosts** dialog box displays.
5. You can search by UANetID. **Note**: You **cannot** search by name. Select the host to whom you wish to give scheduling permission and click **Add**.
6. Click **OK**.
7. Click **Update** on the **My Profile** page.

**ASSIGN A DELEGATE IN OUTLOOK**

1. On the Outlook menu bar, click the **File** tab and click on the **Account Settings** button.
2. Select the option for **Delegate Access**.
3. Click the **Add** button and locate the person.
4. The Delegate Permissions dialog box displays.
5. Select **Editor** from the Calendar. Optionally, select the box to have the delegate receive copies of meeting-related messages.
6. Click **OK**.

**SCHEDULE A MEETING FROM OUTLOOK:**

1. On the Outlook Calendar ribbon, click **Open Calendar** (in the Manage Calendars group).
2. Click the **Open Shared Calendar** option.
3. Click the **Name** button and search by last name for the host.
4. The individual’s calendar will open.
5. On the host’s calendar, double-click on the date for the meeting and then double-click the start time for the meeting.
7. Schedule the meeting, entering the meeting information on the Appointment tab and selecting attendees from the Invite Attendees or Scheduling Assistant menus.
8. Click Add WebEx Meeting.
9. The WebEx settings dialog box appears and identifies the host for whom you are scheduling the meeting.
10. Enter a Meeting Password and verify the all other meeting options are correct.
   
   **NOTE:** You can assign an alternate host using the Resources tab.
11. Click OK.
12. Click Send. The meeting invitation is sent on behalf of the host.

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**SCHEDULE A MEETING FROM WEBEX:**

1. Log in to WebEx at [http://uakron.webex.com](http://uakron.webex.com)
2. Click Meeting Center from the menu bar at the top.
3. In the left navigation bar, click Schedule a Meeting.
4. The default scheduler appears. Click Advanced Scheduler.
5. From the Schedule for: drop-down, select the name of the person that you are scheduling for.

6. Set the meeting options, and then click Schedule Meeting.
7. The meeting will appear on your and the host’s My Meetings page.

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**START A MEETING FROM OUTLOOK**

1. Open the host’s calendar and locate the meeting you scheduled for him or her.
2. Double-click the appointment message, and then click the web link to start the meeting. It will open the meeting or take you to a list of scheduled meetings.
3. Find your meeting and click Start Your Meeting.

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**Delegate: Start Meetings**

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**When it's time, join here.**

If you are the host, start your meeting.