

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.

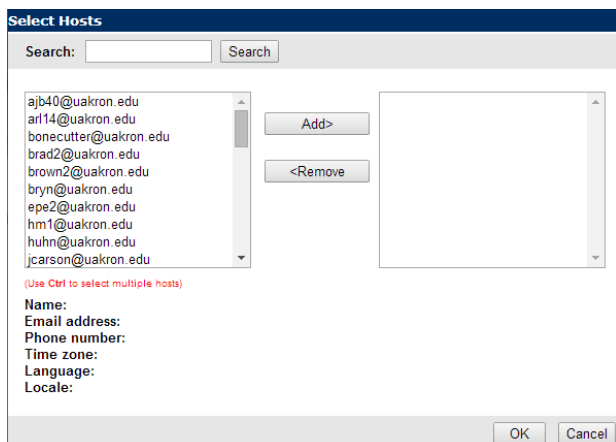
GRANT SCHEDULING PERMISSION

1. Log in to WebEx at: <http://uakron.webex.com>
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**.

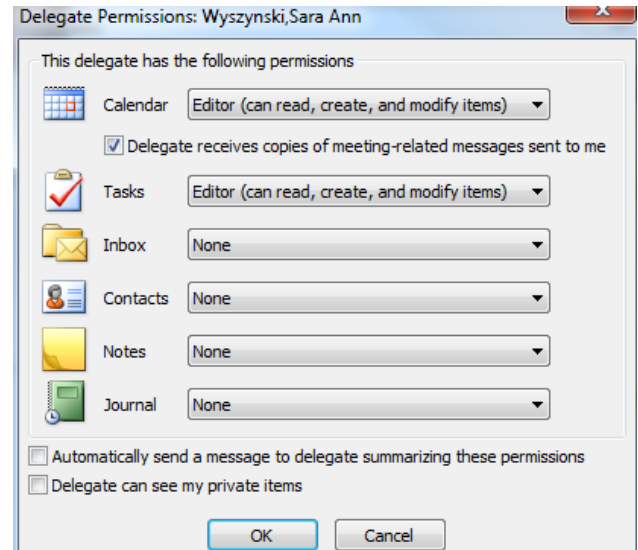
3. Click **Select from Host List** next to the Scheduling Permission text box.
4. The **Select Hosts** dialog box displays.
5. You can search by UANetID. NOTE: You **cannot** search by name. Select the host to whom you wish to give scheduling permission and click **Add**.



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.



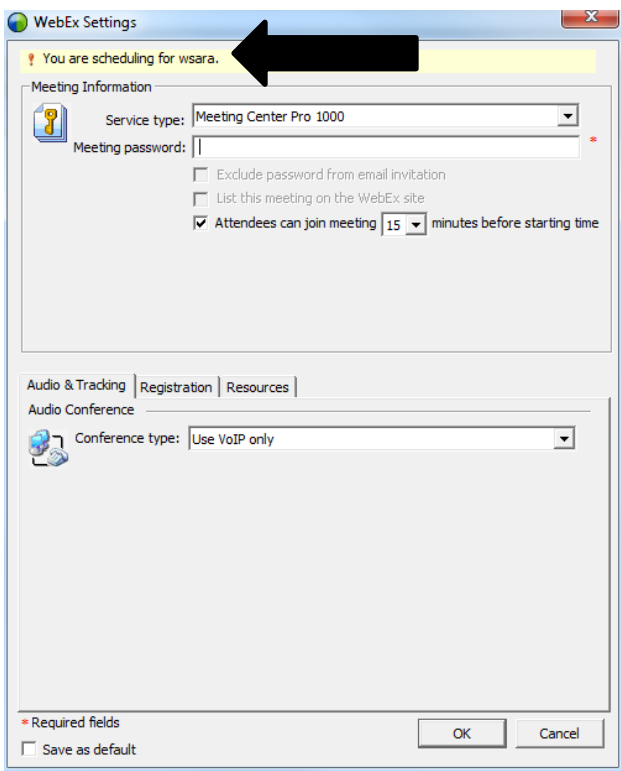
6. Click **OK**.

Delegate: Schedule Meetings

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.

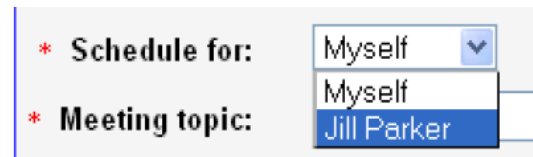
5. On the host's calendar, double-click on the date for the meeting and then double-click the start time for the meeting.
6. A new Outlook appointment message appears.
7. Schedule the meeting, entering the meeting information on the Appointment tab and selecting attendees from the Invite Attendees or 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.

SCHEDULE A MEETING FROM WEBEX:

1. Log in to WebEx at <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.

Delegate: Start Meetings

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**.

