Archive - Set Up Alternate Hosts for Webex Meetings (...for Others to Host)

Creating Webex Meetings for Others to Host

e.g. In order for Julie to be able to set up a Webex meeting that Liz could host; Liz must first add Julie to the Scheduling Permission field in Liz’s Webex Profile. When Julie schedules a Webex meeting for Liz, both Julie and Liz will receive a Webex email notification that contains the Host Log in information for hosting the Webex. Either one of Julie or Liz will be able to ‘start’ and host the Webex meeting in the absence of the other.

These instructions also include steps for "Scheduling Webex for Alternate Hosts".

(apologies for the fuzzy screenshots)

* Note: You and your alternate Host(s) must have a Webex ‘Host Account’. Click on the Request Host Account link in the top left hand corner of the Webex home page and follow the prompts if you need to set a host account up for yourself (see screenshot).

Step 1

Navigate to [http://usgs.webex.com](http://usgs.webex.com) and log in using your Webex host account. Click on the Host Log In button in the top right hand corner of the Webex home page.

Step 2

Click on the Set-Up option in the left-hand navigation menu to expand it and then choose (click on) the My Profile option.

Step 3

On your My Profile page, scroll down to the Session Options section/until you see the Scheduling Permission field.
Step 4
Click on the Select From Host List... button.

* Note: I have tried manually typing user names into this field but that does not work. You MUST select these users from the Host List.

Step 5
Scroll through the list until you find the Host that you want.

* Note: The Search function doesn't seem to work. Use the scroll-bar instead.

Step 6
Select the Host that you want and click on the Add button. When you have selected all of the Hosts that you would like to allow to set up meetings for you, click on the OK button.

Step 7
In the My Profile page, click on the Update button to save your changes.

Finish
Now those users can set up Webex meetings for you to also host.

Scheduling Webex for Alternate Hosts
As soon as other Hosts have added your name to the Scheduling Permissions field in THEIR Webex profiles, the * Schedule For pick-list will appear in the Advanced Scheduler page when you schedule your next Webex meeting e.g. In the example below, the only reason I can choose to schedule a meeting for Julie is because she has added me to the Scheduling Permissions field in her Webex profile.

* Remember: you won't see this pick-list if other folks have not added you to the Scheduling Permissions field in THEIR Webex profile. They have to give permission for you to be able to set up Webex meetings on their behalf/for them to host.

References
Setting Up Alternate Hosts for Webex Meetings (MSWord)