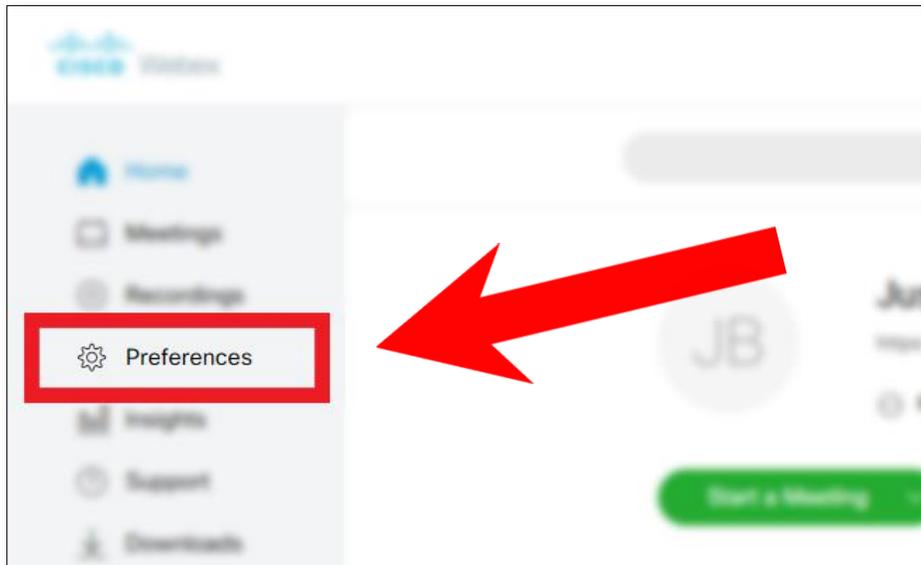# WebEx Basics

Adding an Alternative Host

Scheduling Permissions

With Webex, you have the option of allowing other users to schedule meetings on your behalf as well as make changes to existing meetings. See the steps below on how to set this up.
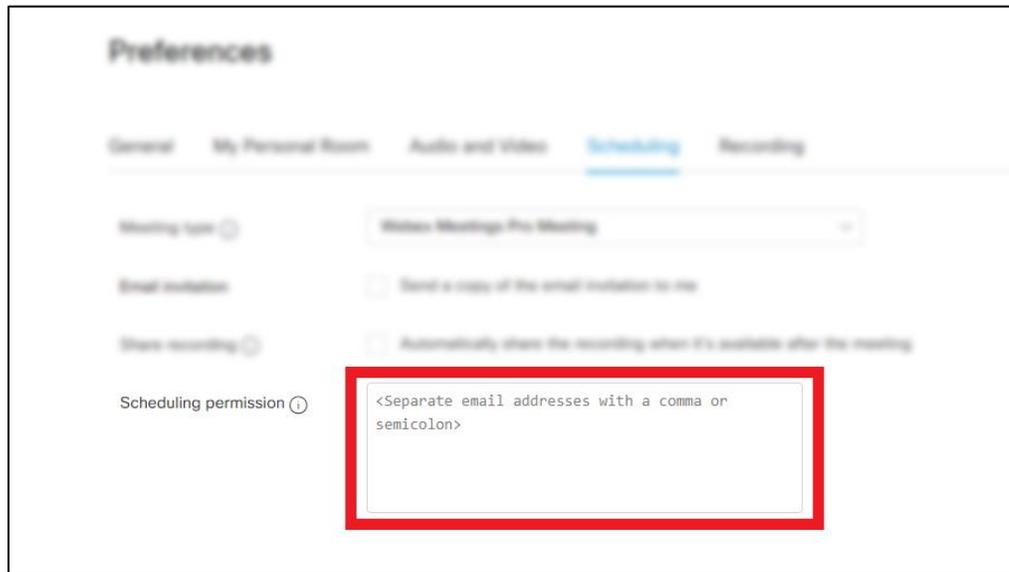
1. Go to libertyu.webex.com and sign into your account with your Liberty credentials

2. Select **Preferences** in the left menu

3. Choose **Scheduling** from the list of options on the top
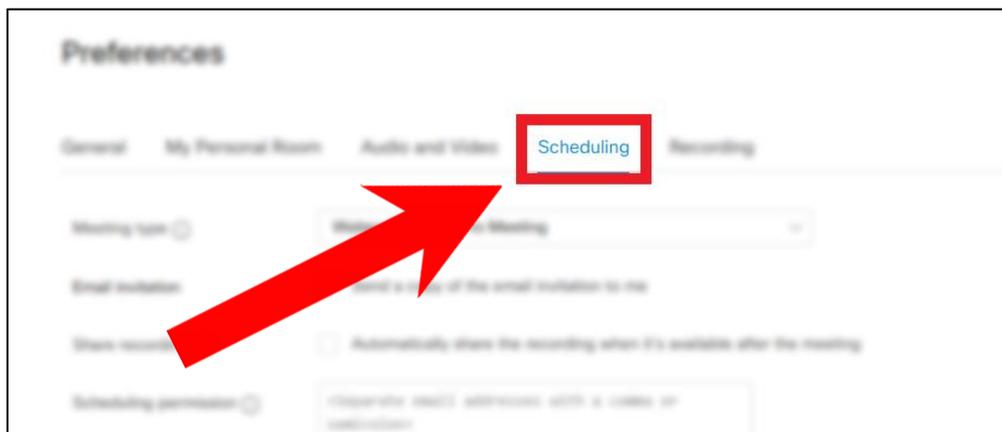
4. Add the **email address** of the individual(s) you would like to allow to schedule on your behalf and then save the settings

> **Note:** Adding someone to this list will allow them to schedule meetings in your name. Do not
>
> add anyone who you do not wish to schedule meetings in your name.

Scheduling a Meeting as an Alternative Host

1. From the **Home** page, click on the **Schedule** button
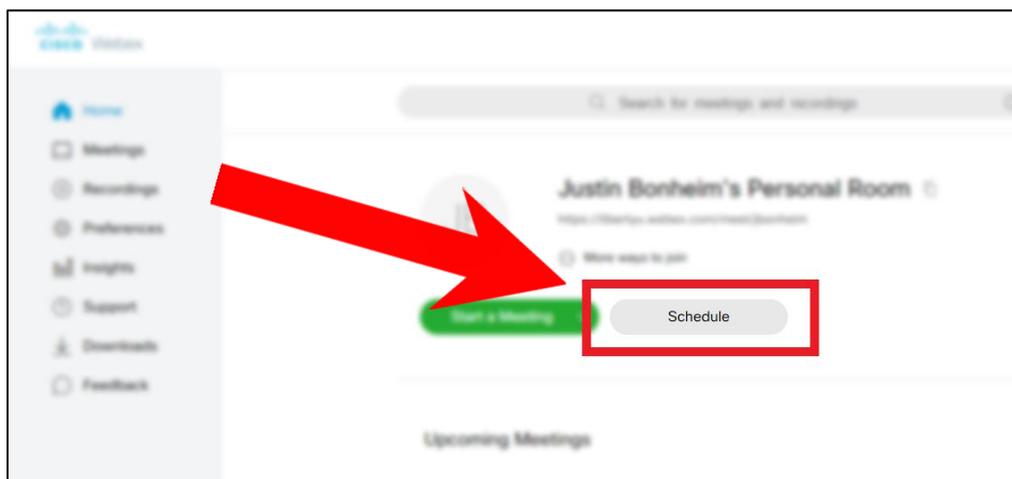
**Note:** You can also schedule meetings from the **Meetings** tab on the left menu

2. To change who you are scheduling for, select the **Schedule for** dropdown and choose the person you are scheduling for

3. In addition to the basic settings shown, you can click the drop down to show **Advanced Settings**

4. If you have previously made a meeting **Template**, you can select one by using the drop down in the top right
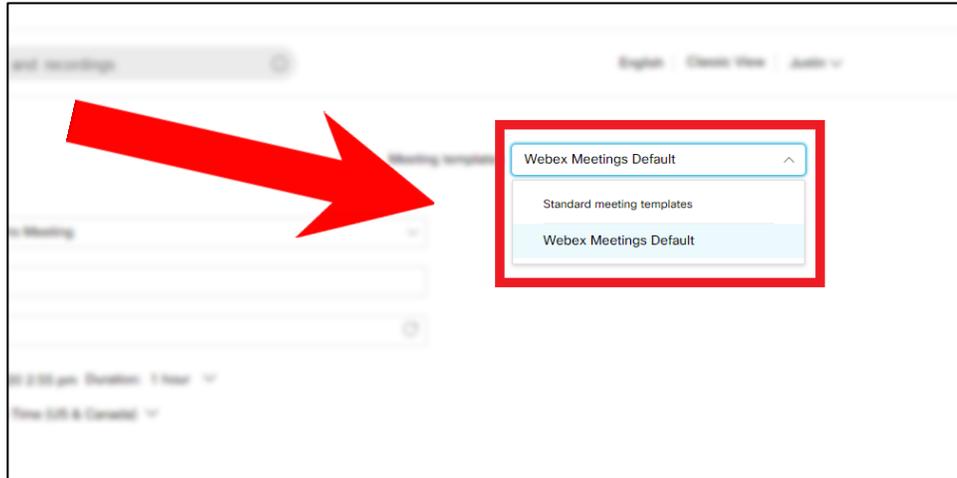
5. Be sure to set the meeting details
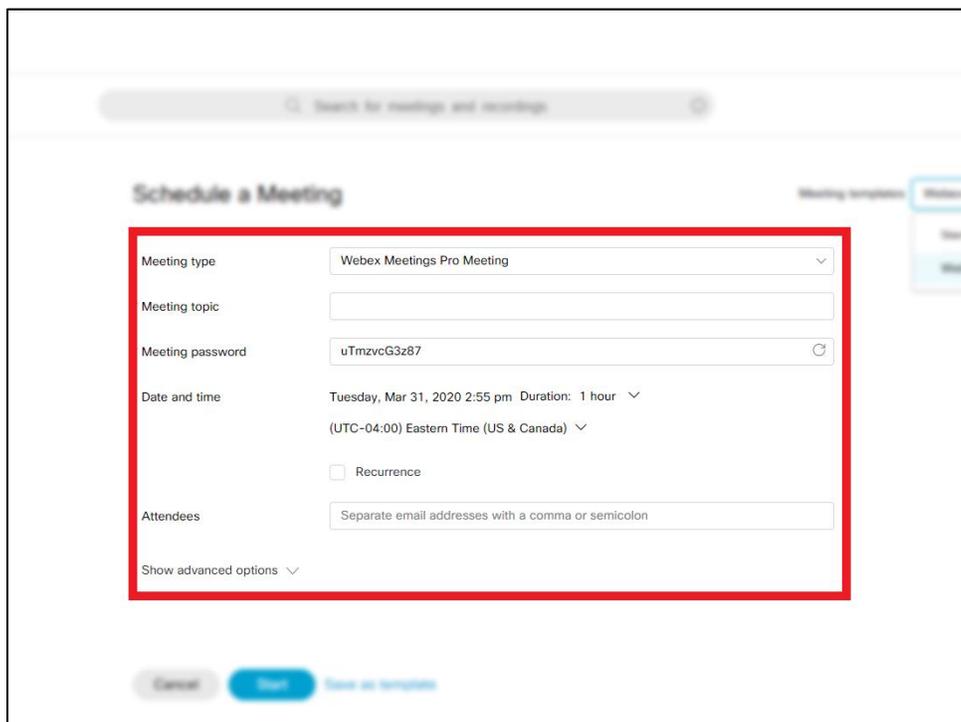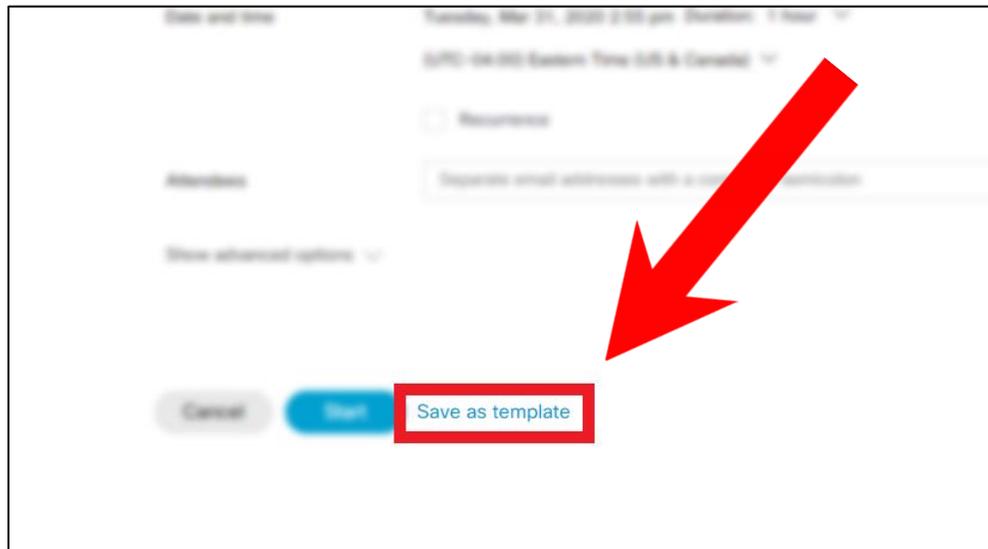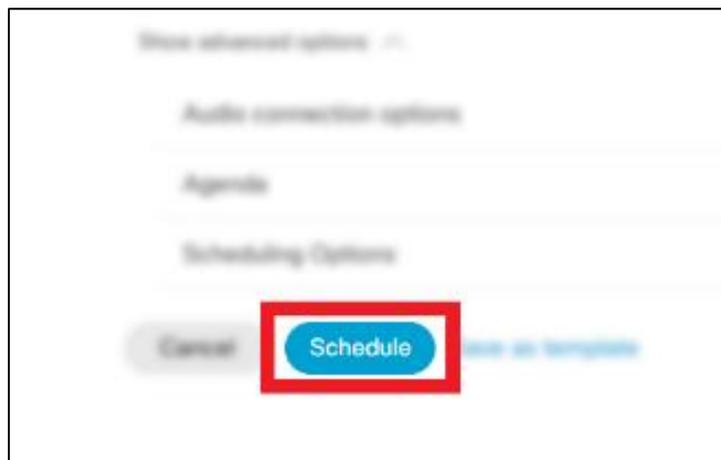
6. Once you have finished setting up the meeting, you can select **Save as template** if you plan on setting up many meetings of this type

Note: If the meeting you are creating is planned to start within 15 minutes, the **Schedule** button will instead say **Start** and will start the meeting

7. Once you are ready to save your meeting select **Schedule** at the bottom

Contact Information

IT Training

• Phone: 434-592-4600

• Email: ittraining@liberty.edu

• Website: liberty.edu/tec

IT Remote Support

• Phone: 434-592-7800

• Chat: liberty.edu/hdchat

• Website: liberty.edu/ithelpdesk

IT Campus Support

• Green Hall 1539

• Demoss Hall 2414

• LUCOM 3122

• River Ridge 20Q