

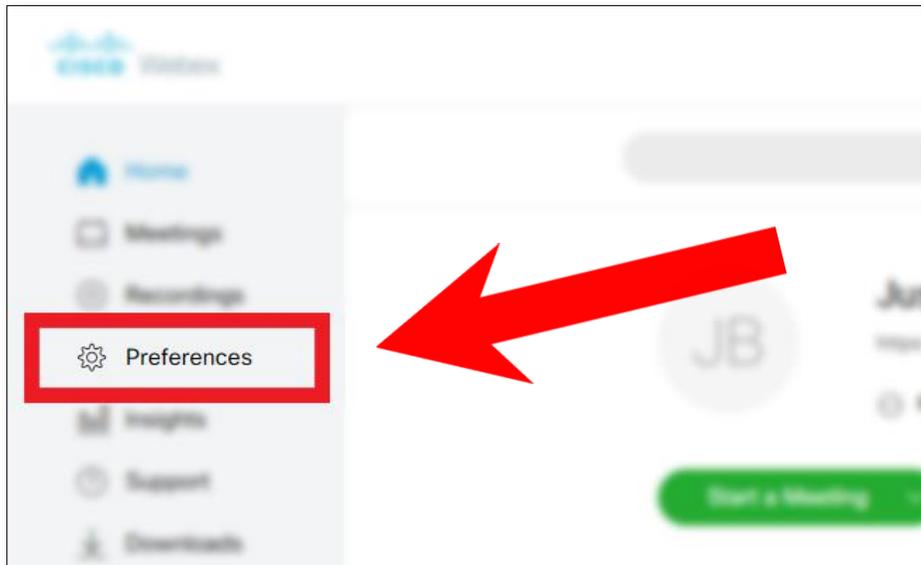
WebEx Basics

Adding an Alternative Host

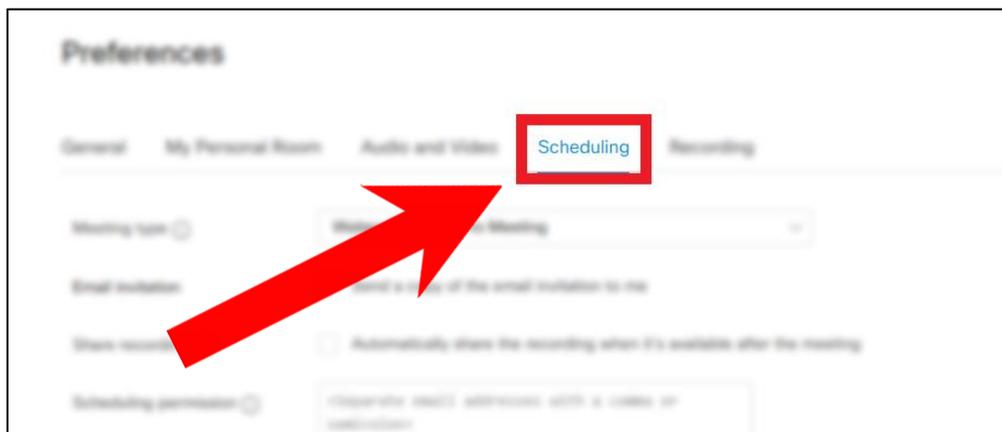
Scheduling Permissions

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.

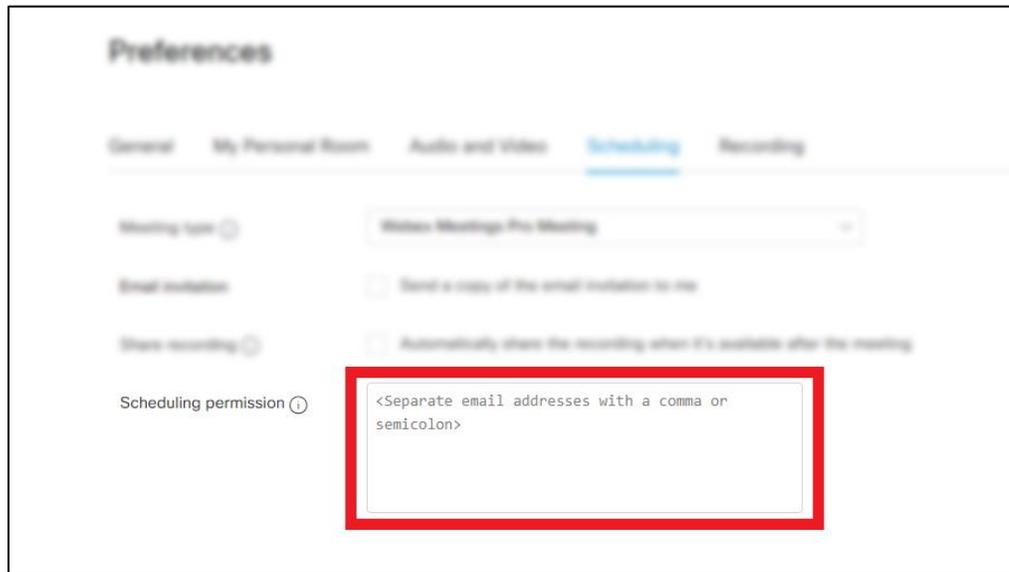
1. Go to libertyu.webex.com and sign into your account with your Liberty credentials
2. Select **Preferences** in the left menu



3. Choose **Scheduling** from the list of options on the top



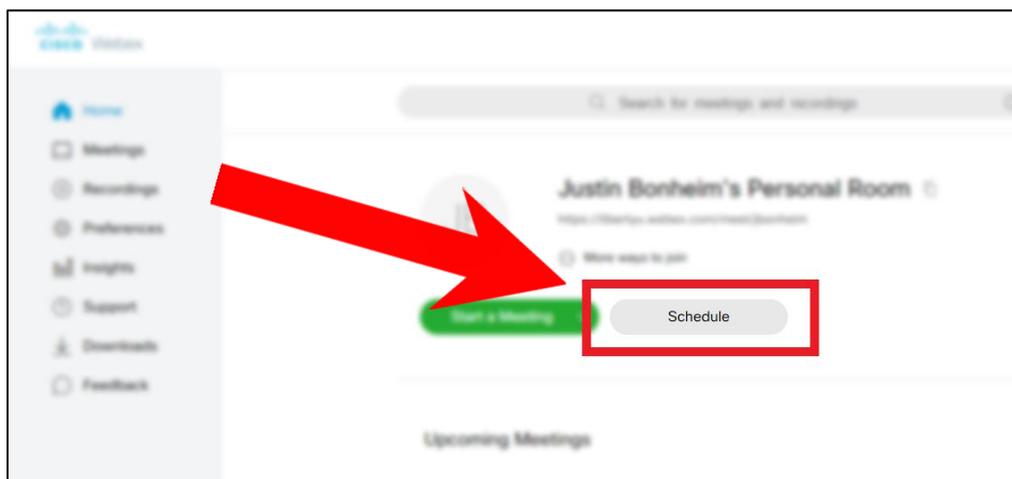
4. Add the **email address** of the individual(s) you would like to allow to schedule on your behalf and then save the settings



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

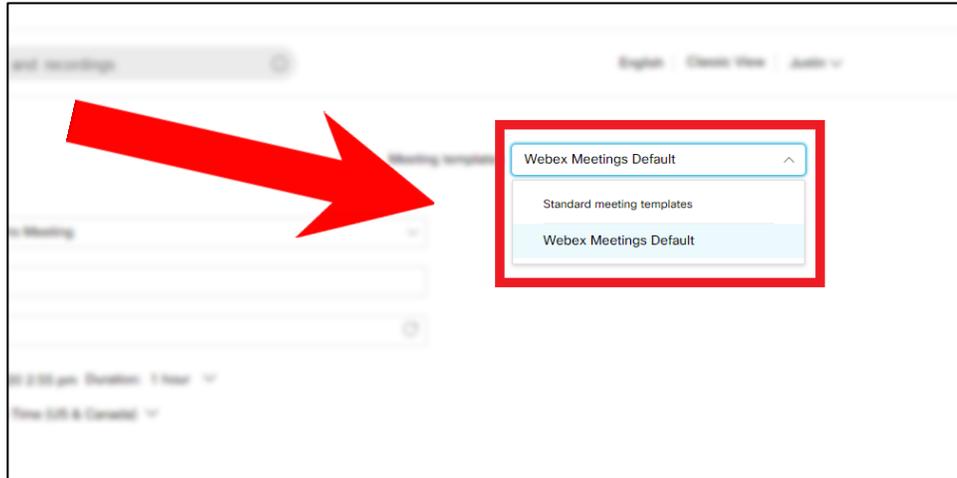
- To change who you are scheduling for, select the **Schedule for** dropdown and choose the person you are scheduling for

The screenshot shows the 'Schedule a Meeting' interface. The 'Schedule for' dropdown menu is open, showing options for 'Myself' and 'Mark'. A red box highlights the dropdown menu. Other fields include 'Meeting type', 'Meeting topic', 'Meeting password', 'Date and time', and 'Attendees'. The 'Start' button is highlighted in blue.

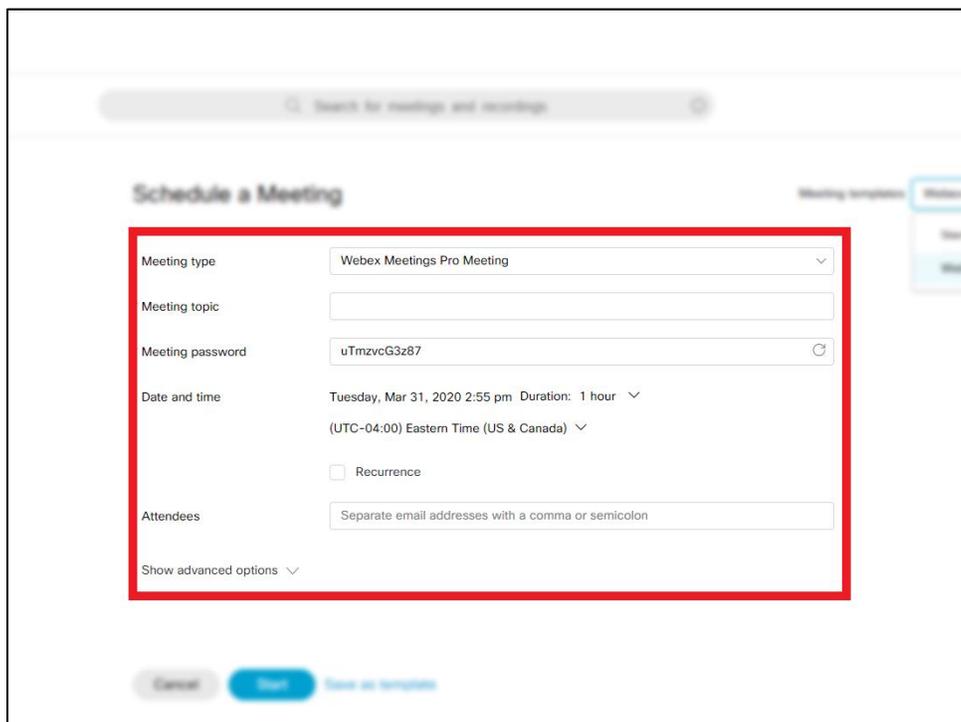
- In addition to the basic settings shown, you can click the drop down to show **Advanced Settings**

The screenshot shows the 'Schedule a Meeting' interface with the 'Show advanced options' dropdown highlighted by a red box. A large red arrow points to the dropdown. The 'Start' button is highlighted in blue.

4. If you have previously made a meeting **Template**, you can select one by using the drop down in the top right

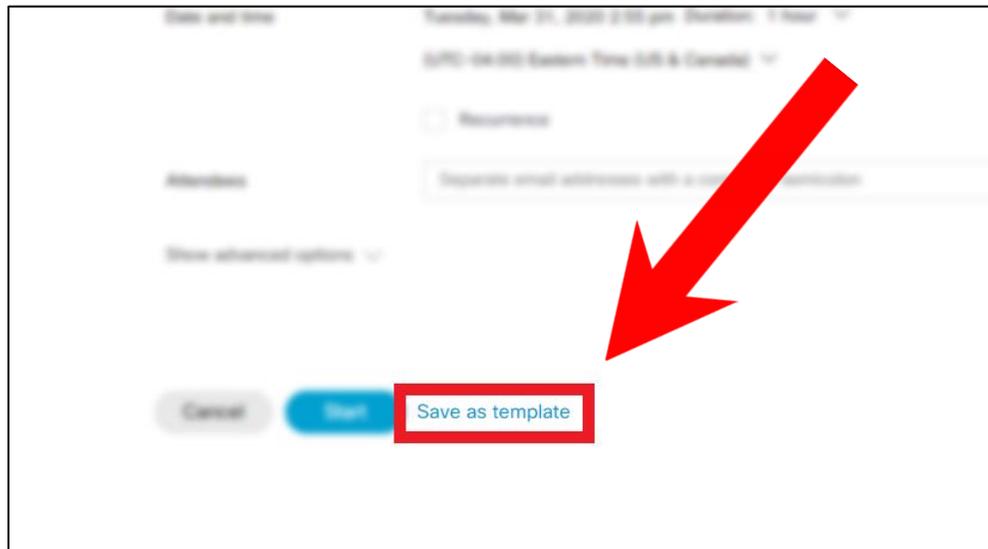


5. Be sure to set the meeting details



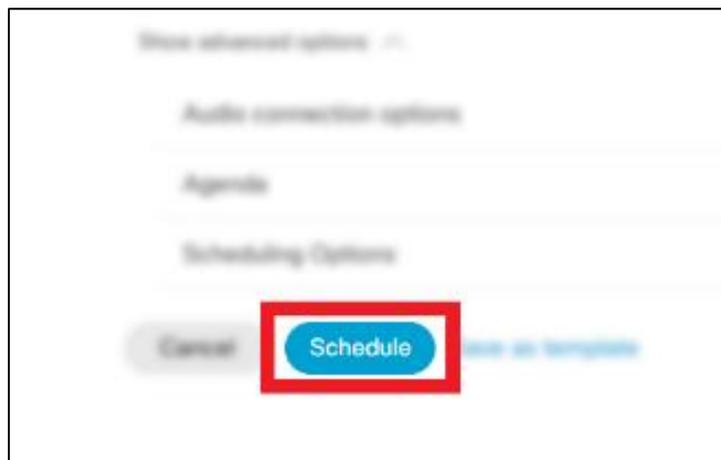
A screenshot of the "Schedule a Meeting" form. A red box highlights the following fields: "Meeting type" (set to "Webex Meetings Pro Meeting"), "Meeting topic" (empty), "Meeting password" (set to "uTmzvcG3z87"), "Date and time" (set to "Tuesday, Mar 31, 2020 2:55 pm" with a duration of "1 hour" and "UTC-04:00 Eastern Time (US & Canada)"), and "Attendees" (with the instruction "Separate email addresses with a comma or semicolon"). There is also a "Recurrence" checkbox and a "Show advanced options" dropdown. At the bottom, there are "Cancel", "Save", and "Save as template" buttons.

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

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