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 Integration to Outlook.

Setting Permissions

The first step is to grant permission to a user from your WebEx account. If you want to use the Integration to Outlook when scheduling, you must then assign a delegate to Outlook.

To Grant Scheduling Permission

1. Log in to your Meeting Center or Training Center site.
2. Click **My Webex > My Profile**, and scroll to the **Session Options** section of the page.
   OR
   If you have installed the Outlook Integration, click **WebEx** in the toolbar and select **Set Scheduling Permission** from the drop-down menu.
3. Click **Select host from List** next to the **Scheduling Permission** text box. The **Select Hosts** dialog box appears.
4. Select the host to whom you want to give scheduling permission, and then click **Add**.
5. Click **OK**, and then click **Update** on the **My Profile** page.

To Assign a Delegate in Microsoft Outlook:

   **Note:** These instructions apply to Microsoft Outlook 2007; please refer to Outlook’s online help if you have a different version.

1. On the Outlook menu bar, select **Tools>Options**. The **Options** dialog box appears.
2. Click the **Delegates** tab, and click **Add**. The **Add Users** dialog box appears.
3. Select the user you want as your delegate, click **Add**, then click **OK**. The **Delegate Permissions** dialog box appears.
4. Select **Editor** from the **Calendar** drop down list.
5. Select other options, then click **OK**.

To schedule a WebEx meeting for another host, the following permissions must be set:

### Setting Permissions

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<td>X</td>
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<td>X</td>
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To Schedule a Meeting from your WebEx Site:
1. Log in to your Meeting Center or Training Center site.
2. In the left navigation bar, click **Schedule a Meeting** or **Schedule Training**. Your default scheduler page appears.
   
   **Note:** For Meeting Center, click **Advanced Scheduler** if this is not your default scheduler page.
3. From the **Schedule for:** drop-down, select the name of the person that you are scheduling for.

4. Set meeting options, and then click **Schedule Meeting**. The meeting appears on your and the host’s My Meetings page.

To Schedule a Meeting from Outlook:
1. From your Outlook program, open the host’s calendar by selecting **File>Open>Other User’s Folder**.
2. Click **Name…** and select the host’s name from the address book, then select **Calendar** from the **Folder type:** drop-down, and click **OK**.
   
   **Note:** You must be assigned as a delegate for the host in order to open their calendar.
3. Click on a date in the host’s calendar, and then click **Schedule Meeting** from the Outlook toolbar. A new Outlook appointment message appears.
4. Schedule the meeting, entering the meeting information on the **Appointment** tab and selecting attendees from the **Invite Attendees** or **Scheduling** menus.
5. Click **Add WebEx Meeting**. The WebEx Settings dialog box appears and identifies the host for whom you are scheduling the meeting.
6. Enter and confirm a password for the meeting.
7. Verify that all other meeting options are correct and click **OK** to close the dialog box.
8. Click **Send**. The meeting invitation is sent on behalf of the host.

To Start a Meeting from your WebEx Site:
1. Log in to your WebEx site.
2. Click **My Webex>My Meetings**. Meetings you have scheduled for yourself or other hosts are listed.
   
   **Note:** Meetings scheduled for another host will appear in italics.
3. Click the meeting topic for the meeting you want to start.
4. Click **Start Now**. The meeting is initiated and you are assigned both the host and presenter role.

To Start a Meeting from Outlook:
1. Open the host’s calendar and locate the meeting you scheduled for him or her as a delegate.
2. Double-click the appointment message, and then click the link to start the meeting.
3. If prompted, enter your login information, and then click **Log In**. The Meeting Information page appears.
4. Click **Start Now**. The meeting is initiated and you are assigned both the host and presenter role.
   
   **Note:** When the host joins the meeting, he or she assumes the host role and must click **Make Presenter** to become the presenter.