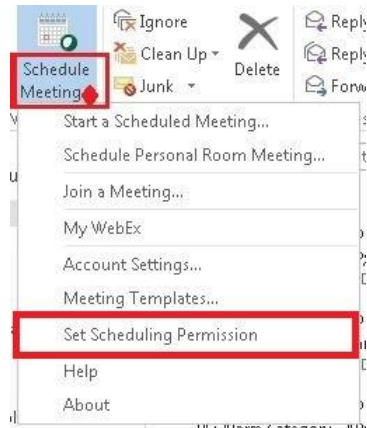


Setting WebEx Scheduling Permissions

In order for someone to schedule a WebEx meeting for you they would need to be granted permission to do so, similar to being added as an Outlook delegate. This is a required step – simply adding someone as a delegate of your calendar does not allow them to schedule WebEx meetings for you. However, this step is very easy and allows someone to schedule on your behalf. This typically takes just a few minutes and is only required once. These instructions require the WebEx Outlook Scheduler installed and both users having logged into <https://tri-c.webex.com> at least once.

How to set scheduling permission:

- 1) Click the *Schedule Meeting* down arrow in Outlook and then **Set Scheduling Permission**.

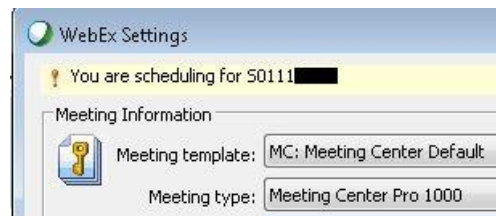


- 2) You will then be asked to select the users you want to allow to schedule meetings on your behalf. You may input their e-mail address or **select host** from list. Then hit **Save**.

Note: When someone schedules a meeting on your behalf they are automatically an alternate host.

- 3) Now the user(s) selected will be able to schedule meetings on your behalf.

What is different about scheduling on behalf of for WebEx meetings?



*With the WebEx Outlook Scheduler, after clicking on **Add WebEx Meeting** in a Meeting Invitation on someone else's calendar, you will see at the top of the settings window that you are scheduling for someone else and their S#. When scheduling on the web you must use the Advanced Scheduler. There are no other differences other than the scheduler is automatically an alternate host.*