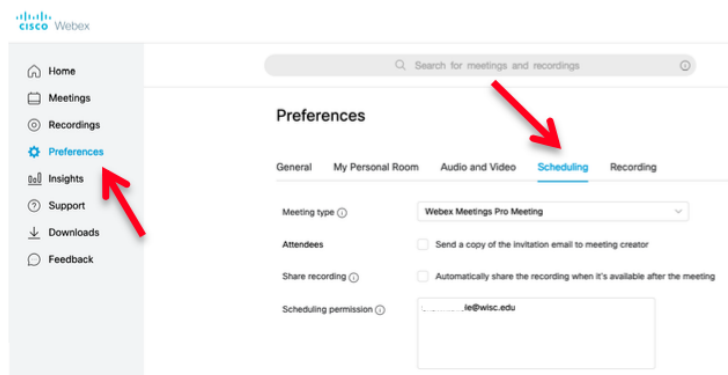# HOW TO: Assign a Delegate for Scheduling Webex Meetings

This document will explain how to give someone permission to manage your meetings, give them scheduling permissions on your Webex site, and share your calendar with them in Microsoft Outlook.

Allow Someone to Schedule Meetings on Your Behalf

To give someone permission to manage your meetings, **give them scheduling permissions on your Webex site, and share your calendar with them in Microsoft Outlook**. The delegate must have a host account and have Webex Productivity Tools installed on their computer.

Assign a Delegate on the Webex Site

1. Sign in to your Webex site.
2. Select Preferences > Scheduling > Scheduling Permissions.
3. In the Scheduling permission box, enter the email address of one or more hosts you want to allow to schedule meetings on your behalf. You can select a maximum of 20 hosts.
4. Select Save at the bottom of the Preferences page.
5. On Windows, you can get to the same page through the Webex integration to Microsoft Outlook. From Outlook select Schedule Meeting > More > Set
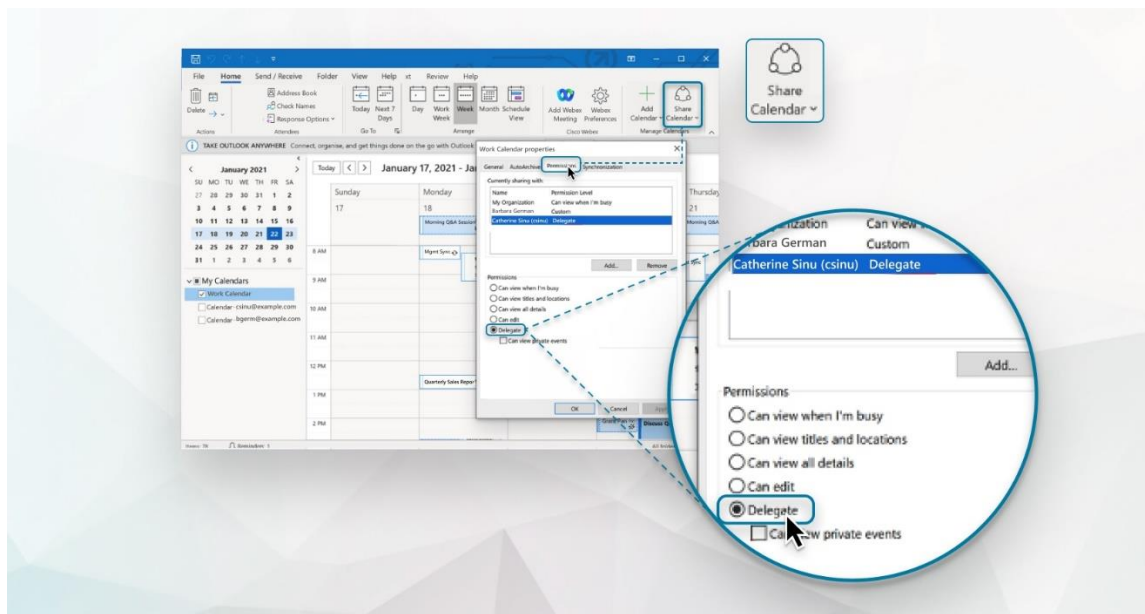
Share Your Outlook Calendar and Assign Delegate

1. From the Calendar in Microsoft Outlook, select Share Calendar > Calendar from the Home ribbon.
2. Click Add.
3. Enter the name or email address of the person you want to assign as a delegate, click Add, and then click OK.
4. Select Delegate from the list of permissions, and then click OK.

How Delegates Start a Webex Meeting

1. Open your Outlook Desktop client and click **calendar.** Select the user's calendar for whom you want to schedule.

2. Click on the scheduled meeting. **Note** - You should see a notice that says "If you are a host, go here to view host information."

3. Click on the green "Start Meeting" button.