Cisco Webex Meetings

Scheduling on Behalf of Others

You may schedule meetings on behalf of other Conduent Webex users (colleagues, executives, etc.) using Cisco Webex.

Before you can schedule for another user:

- **In Microsoft® Outlook®:** You must be a delegate and have Editor Access (can read, create, and modify) to the user's calendar.
- **In Webex:** You must have a Conduent Webex account with a login and password that is assigned to you.
- **In Webex:** The user must give you scheduling permission through their Webex Profile.

Initial Set-Up -One time only:
1. If not previously completed, download and install Cisco Webex Meetings Desk Top App.
2. Obtain Microsoft Outlook Editor Delegate rights (can read, create, and modify) on the user's calendar.
3. Request the user to log in to the Webex site and complete the steps listed below.

    *Alternatively, if you have access to the user's Webex account information, log in to the user's Webex account and complete the steps listed below:
    - On the navigation bar click My Webex.
    - Click Preferences then Scheduling Options.
    - Scroll down to the Scheduling Permission section.
    - Under the Scheduling Permission enter the name of the person who requires scheduling permission.
    - Click Save at bottom of page.

4. Once the steps above are complete, you will have the ability to schedule Webex Meetings on-behalf of the user.

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Option ONE: To Schedule a Meeting: Webex Meetings Desktop App In Microsoft Outlook:

1. Open the calendar of the user (colleague, executive, etc.)
2. Click Schedule Meeting using the Webex Desktop App.
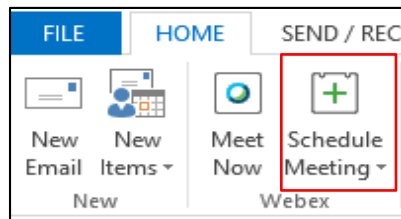
3. Schedule meeting as normal: Click **Invite Attendees**, add attendee names, enter meeting time, date, subject, etc.
   a. Click Add Webex Meeting; you also have the option to select Add Personal Room or Add Personal Conference Meeting. (Audio Only)
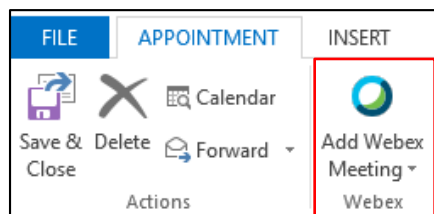
4. Meeting options window will open.
   a. At the top in yellow, it will indicate that you are scheduling on behalf of the user.
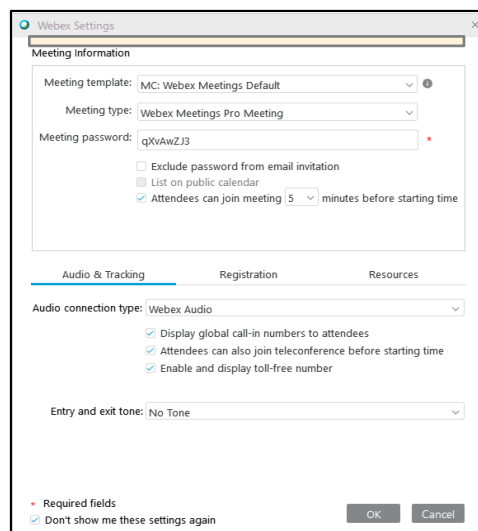
5. Complete scheduling:
   • Click Resources tab to add an Alternate Host. (optional)
   • Click Ok. The meeting options window will close.
6. Important: The Webex invite will appear blank and will not populate with meeting information until sent. To see Webex invite details before sending, select File–Save in the Outlook Menu.
7. Click Send in the meeting invite to send to attendees.
8. This will place the meeting on the user's calendar, using the user's Webex account and send invites to attendees.

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Option TWO: To Schedule a Meeting: Webex Site
(Meeting invite will not automatically appear on the user's calendar)

If another user has granted scheduling permission to you in his or her user profile, you can schedule a meeting on behalf of that user through the *Advanced Scheduler* on the Webex site.

To start the Advanced Scheduler:
1. Log in to your Webex site.
2. Click Schedule a meeting.
3. Click link for Advanced Scheduler.
4. The Advanced Scheduler appears, showing the Required Information page.
5. Select the name of the user in the Schedule for drop down.
6. Enter meeting topic and other required information.
7. Click Schedule Meeting.
8. An email confirmation will be sent to the host.
9. **NOTE:** An invite will not appear on the host's calendar automatically. The Host must open the email confirmation and to add meeting to the Outlook Calendar.

*For details about granting scheduling permission to another user, please see steps 2-4 in the "Initial Set-Up -One time only" section above.

Login and Password Support

Your Webex login/User Name is your Conduent email address. If you can't remember your Webex password:

- Click **Host Login** on the Webex site
- Click **Forgot your password?** Follow the on screen instructions
- Follow the instructions in the email to change your password

If you need additional login or password support: Send an email to conduent-helpdesk@verizon.com

Technical Support

If you would like technical assistance with Net Conferencing, please call or email us at nettech@verizon.com

- U.S. & Canada 1 800-334-0079 (210-276-3643)
- Europe 08-08234-3570 (+44 20-7984-4430)
- India 000-800001-6952
- India 000-800-9190306
- Philippines 1-800-1-114-2821