



Cisco WebEx with Cloud Connected Audio - Scheduling on Behalf of Others

You may schedule meetings on behalf of other Xerox WebEx users (colleagues, executives, etc.) using Cisco WebEx Meeting Center.

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 Xerox 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 Productivity Tools. (See WebEx User Guide)
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.

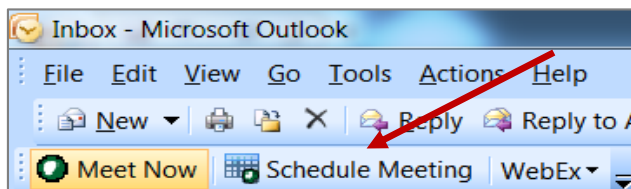
*Alternatively, if you have access to the user's WebEx account information, log in to the user's WebEx account and complete the steps listed below:

- On the navigation bar click **My WebEx**
- Click **Preferences** then **Scheduling Options**
- Scroll down to the **Scheduling Permission** section
- Under the **Scheduling Permission** section click the **Select Host** button
- Find the name of the person who requires scheduling permission.
- Click **Add**, and click **ok**.
- Click **Save** at bottom of page

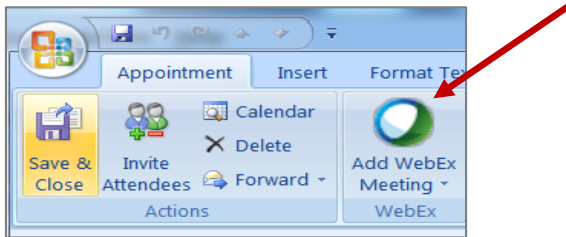
4. Once the steps above are complete, you will have the ability to schedule WebEx Meetings on-behalf of the user.

Option ONE: To Schedule a Meeting: **WebEx Outlook Productivity Tools**

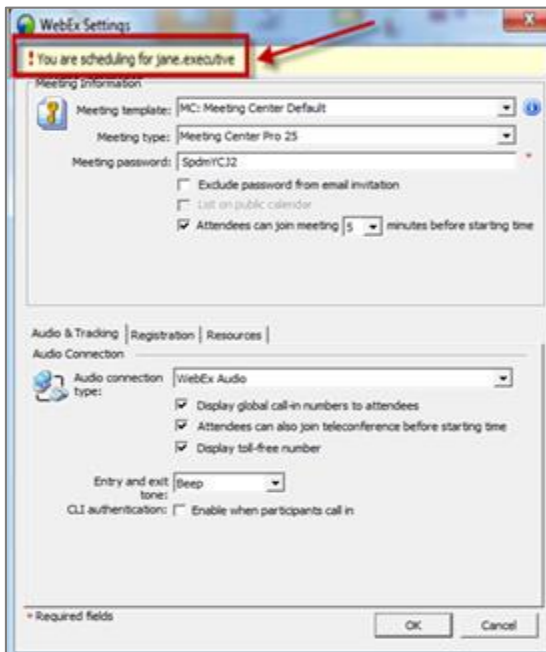
1. **In Microsoft Outlook:** Open the calendar of the user (colleague, executive, etc.)
2. Click **Schedule Meeting** in WebEx Outlook Plug-in



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:
 - Enter meeting password (optional),
 - 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 their audio information and send invites to attendees.

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 Meeting Center Web site.
2. On the navigation bar, expand Host a meeting to view a list of links.
3. Click **Schedule a meeting**.
4. Click link for **Advanced Scheduler**
5. The Advanced Scheduler appears, showing the Required Information page.
6. Select the name of the user in the **Schedule for** drop down
7. Enter meeting topic and other required information.
8. Click **Schedule Meeting**
9. An email confirmation will be sent to the host.
10. **NOTE:** An invite will not appear on the host's calendar automatically. The Host must open the email confirmation and click the link at the bottom of the confirmation to add to the Outlook Calendar

*For information on using the Advance Scheduler, see the Advanced Scheduler user guide on www.mymeetings.com/xerox

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

Return to [Quick Scheduler](#)

Schedule for: Myself 

Meeting topic: Myself
Kevin Vice President
Jane Executive

Meeting password:

Confirm password:

[Save as template](#)

- 1 Required Information
- 2 Date & Time
- 3 Teleconference
- 4 Invite Attendees
- 5 Registration
- 6 Agenda & Welcome
- 7 Meeting Options
- 8 Attendee Privileges
- 9 Review

Login and Password Support

Your WebEx login/User Name is your Xerox email address.

If you can't remember your WebEx password:

1. Click **Host Login** on the WebEx site
2. Click **Forgot your password?** Follow the on screen instructions.
3. Follow the instructions in the email to change your password.

If you need additional login or password support:

Send an email to xerox-netconfsupport@verizon.com

Technical Support

If you would like technical assistance with Net Conferencing, please call or email us.

- U.S. & Canada 1 800-268-4016 (517-345-9234)
- Europe 0800-234-3830 (+44 2079-509930)
- India 000-800001-6952
- Mexico 001-8773799114
- Philippines 1-800-1-114-2689
- nettech@verizon.com

© 2015 Verizon. All Rights Reserved.

The Verizon and Verizon Business names and logos and all other names, logos, and slogans identifying Verizon's products and services are trademarks and service marks or registered trademarks and service marks of Verizon Trademark Services LLC or its affiliates in the United States and/or other countries. All other trademarks and service marks are the property of their respective owners.