

WEBEX – ADD AN ALTERNATE HOST

Scheduled through UIChicago Webex Site

1. “Sign In” to <https://uichicago.webex.com>
2. Click on the “Schedule” button

Schedule

3. You’ll see the normal “Schedule a Meeting” screen:

Schedule a Meeting Meeting

Meeting type

* Meeting topic

* Meeting password

Date and time Duration: 1 hour
(UTC-05:00) Central Time (US & Canada)

Recurrence

Attendees

Show advanced options

[Save as template](#)

4. Add the alternate host’s email address in the “Attendees” text box via these options:
 - a. Their name may pop up from the directory and selected
 - b. Hit the Enter key after each email address
 - c. Type a semicolon after each email address



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5. You'll see the host added below the Attendees field:

Schedule a Meeting Meeting

Meeting type: Webex Meetings Pro 1000



* Meeting topic:

* Meeting password: uAfhWcJu724

Date and time: Wednesday, Apr 29, 2020 5:45 pm Duration: 1 hour
(UTC-05:00) Central Time (US & Canada)

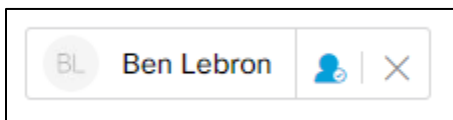
Recurrence

Attendees:

BL Ben Lebron  

Show advanced options

6. Click on the person icon next to the alternate hosts name so that it turns blue:

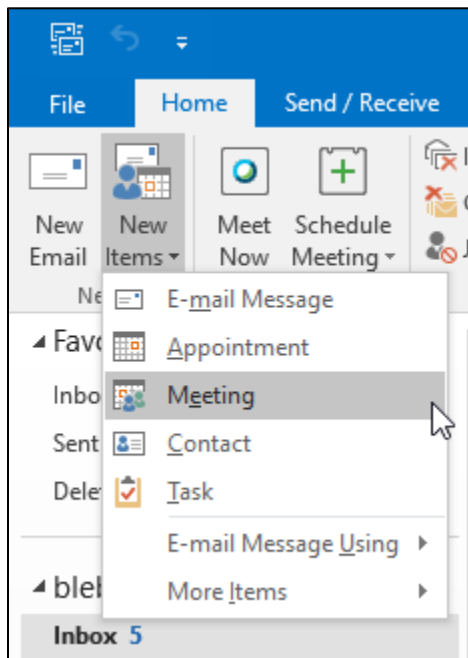


7. Anyone with a blue person icon will have alternate host privileges for the meeting
8. Continue to add attendees and fill out the rest of the meeting information as needed
9. Press the blue "Schedule" button to complete the meeting invitation:

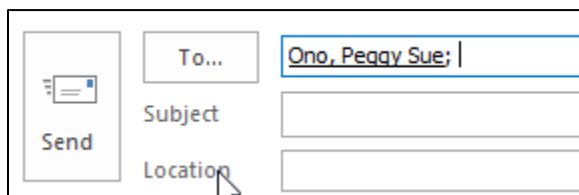


Scheduled through Outlook

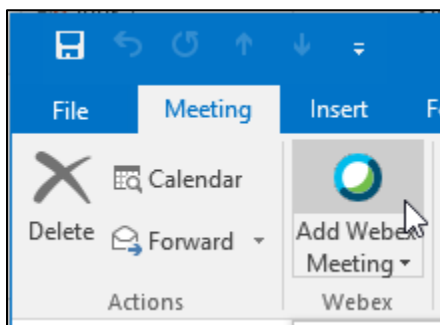
1. Open Outlook
2. Click the “New Items” button on the top-left corner under the “home” tab
3. Click “Meeting”:



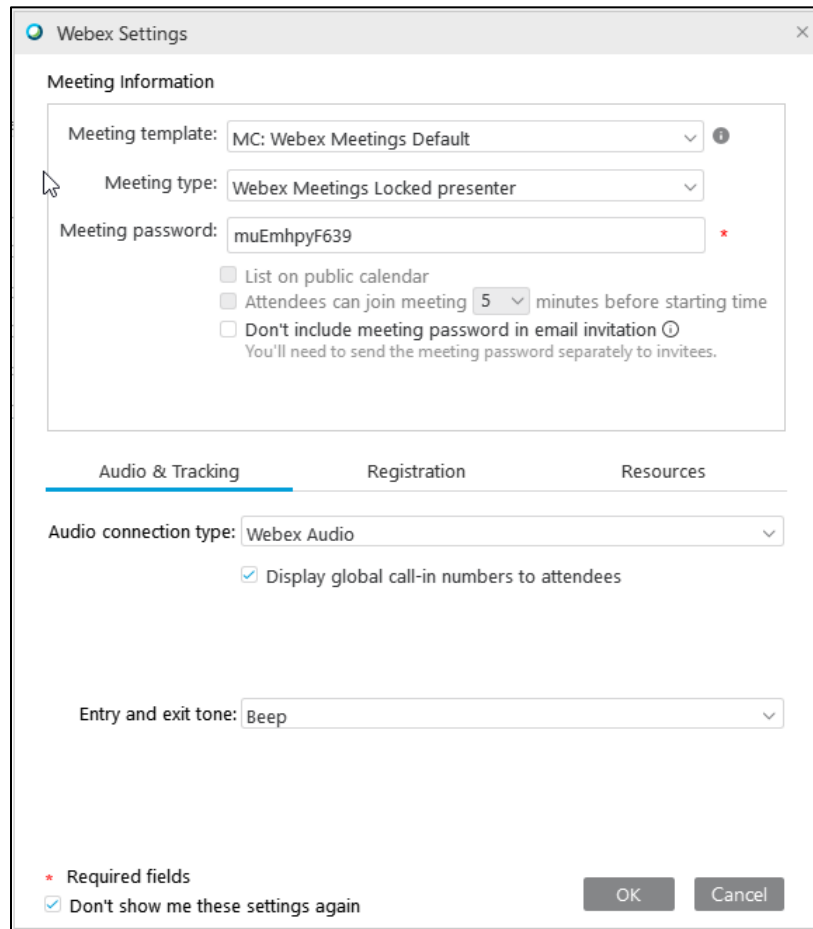
4. Add alternate hosts' email addresses to the “To:” field



5. Click on “Add Webex Meeting” button in the “Meeting” tab:



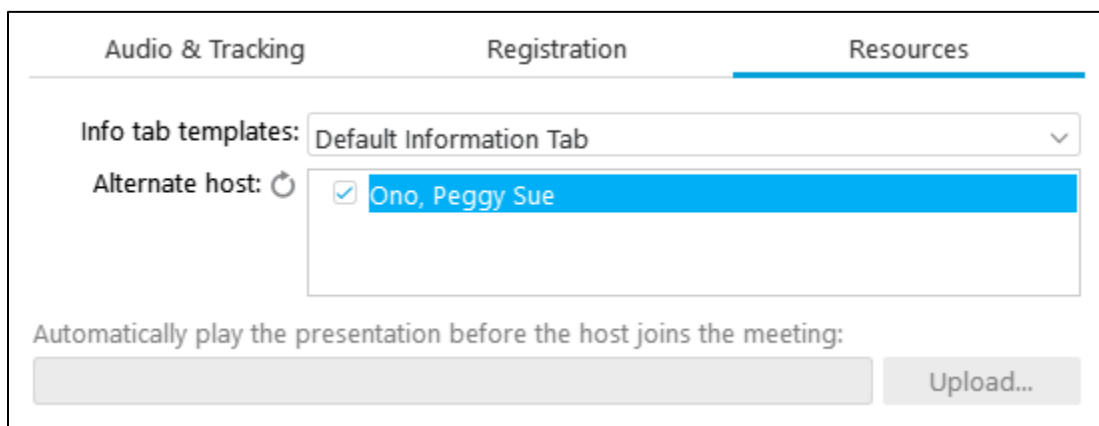
6. The following should open:



The screenshot shows the 'Webex Settings' dialog box with the 'Meeting Information' tab selected. The 'Meeting template' is set to 'MC: Webex Meetings Default'. The 'Meeting type' is 'Webex Meetings Locked presenter'. The 'Meeting password' is 'muEmhpyF639'. There are three checkboxes: 'List on public calendar' (unchecked), 'Attendees can join meeting 5 minutes before starting time' (checked), and 'Don't include meeting password in email invitation' (unchecked). Below the Meeting Information tab are three other tabs: 'Audio & Tracking', 'Registration', and 'Resources'. The 'Audio & Tracking' tab is currently active, showing 'Audio connection type' as 'Webex Audio' and 'Display global call-in numbers to attendees' checked. The 'Entry and exit tone' is set to 'Beep'. At the bottom, there are 'OK' and 'Cancel' buttons, and a checkbox for 'Don't show me these settings again' which is checked.

7. Click on the “Resources” tab

8. Click on the checkbox next to the intended alternate hosts name in this field:



The screenshot shows the 'Webex Settings' dialog box with the 'Resources' tab selected. The 'Info tab templates' is set to 'Default Information Tab'. The 'Alternate host' field has a refresh icon and a list of alternate hosts. The first host, 'Ono, Peggy Sue', is selected and has a checked checkbox. Below this, there is a section for 'Automatically play the presentation before the host joins the meeting:' with a text input field and an 'Upload...' button.

9. Click through the other tabs to change any other needed settings

10. Double check the meeting information to verify that it is correct


11. Click the “OK” button:








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12. Add additional attendees to the “To:” field
13. Fill in the “Subject” and “Location” fields
14. Set the correct “Start time” and “End time”

 You haven't sent this meeting invitation yet.

 Send	To...			
	Subject			
	Location			
	Start time	Fri 5/1/2020 	1:30 PM ▾	<input type="checkbox"/> All day event
	End time	Fri 5/1/2020 	2:00 PM ▾	

15. Click on “Send”:

