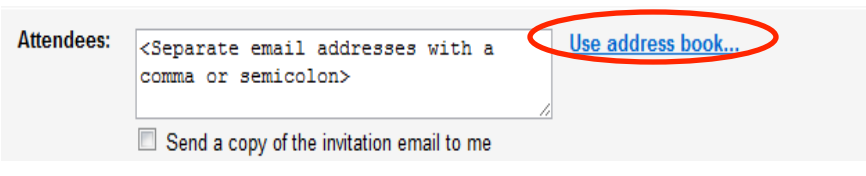
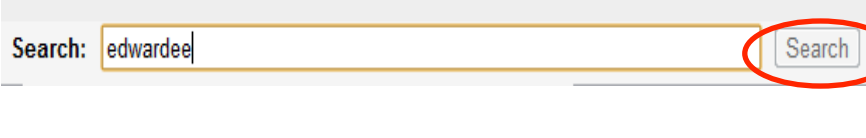
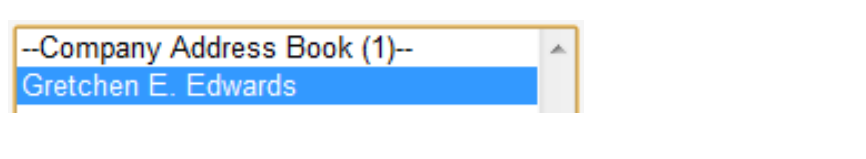
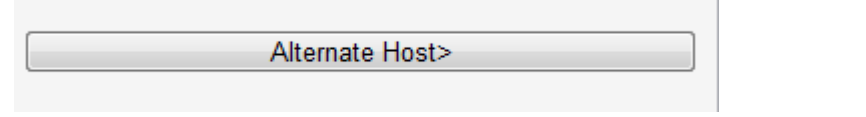

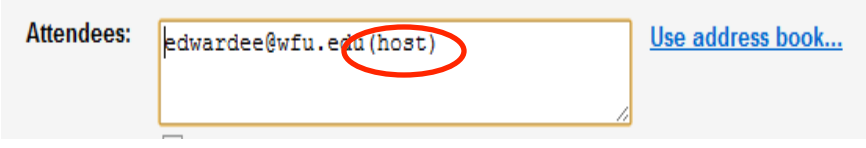
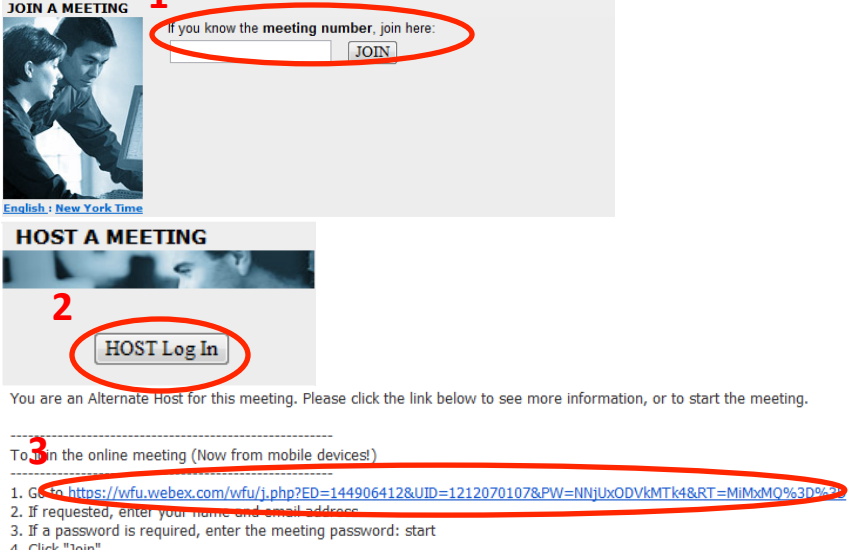


# Schedule a WebEx Meeting with Alternate Host(s)

A person set as an alternate host is able to start the meeting without the presence of the person who scheduled that meeting

<p>1. When scheduling the meeting find the Attendees field and choose "Use address book..."</p>	
<p>2. In the window that pops up, manually search for the person(s) to serve as the alternate host(s).</p>	
<p>3. Based on the search, names will populate the left hand column of the window. Choose the correct name of the person(s) to be the alternate host(s).</p>	
<p>4. Once the correct name is selected on the left click the "Alternate Host&gt;" button in the center of the window.</p>	
<p>5. The person selected will then be shown on the right under the heading "--Alternate Host (#)--"</p>	
<p>6. When finished assigning alternate hosts, click on the "ok" button. The selected person(s) will be shown in the Attendees field with host after their name in parenthesis.</p>	
<p>7. The alternate host will receive an email with the meeting number, password, and host key. The alternate host can then start the meeting either by (1) typing in the meeting number at webex.wfu.edu, (2) logging in to webex.wfu.edu, or (3) by using the link provided in the email.</p>	 <p><b>1</b> if you know the meeting number, join here: <input type="button" value="JOIN"/></p> <p><b>2</b> <input type="button" value="HOST Log In"/></p> <p><b>3</b> To join the online meeting (Now from mobile devices!)</p> <p>1. Go to <a href="https://wfu.webex.com/wfu/j.php?ED=144906412&amp;UID=1212070107&amp;PW=NNjUxODVkmT4&amp;RT=MIMxMQ%3D%3D">https://wfu.webex.com/wfu/j.php?ED=144906412&amp;UID=1212070107&amp;PW=NNjUxODVkmT4&amp;RT=MIMxMQ%3D%3D</a></p> <p>2. If requested, enter your name and email address.</p> <p>3. If a password is required, enter the meeting password: start</p> <p>4. Click "Join".</p>

\*NOTE: If adding an alternate host to an already scheduled meeting, the alternative host will be sent an email with a new URL for the meeting. The alternate host MUST use this new URL in order to have host privileges for the meeting. Anyone outside WFU cannot be made an alternate host because an alternate host must have an account in the WFU system.