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Schedule a Webex Meeting on Behalf of Another Host

If you have a host account, you can schedule meetings on behalf of another host from the Webex site. This is useful if you manage someone else's calendar or the host is unable to schedule or initiate the meeting on their own.

Schedule a Cisco Webex Meeting on Behalf of Another Host

To schedule a meeting on behalf of someone else, that person must have [allowed another host to schedule meetings on their behalf](#).

When you schedule a meeting for another host, both you and the other host can modify the meeting.

[Schedule a Meeting for Another Host](#)

- 1 Sign in to your Webex site.
- 2 Select Schedule to go to the Schedule a Meeting page.
In the Schedule for drop-down list, select the host's name for whom you're scheduling the meeting.
- 3 To see this option, the person whom you're scheduling the meeting for must have [allowed another host to schedule meetings on their behalf](#).
- 4 Enter the details for the meeting.
- 5 Select Schedule to schedule your meeting for later.