

# Assign an Alternate Host to Webex Meeting

An alternate host is someone who has permission to host your scheduled meetings or Personal Room meetings when you cannot host them yourself. You can designate one or multiple alternate hosts for a single meeting, or for a series of reoccurring meetings.

The alternate host can start, manage, and record the meeting but cannot edit or cancel a meeting. If the alternate host records the meeting, the recording appears in the list of your recordings. You receive the email message with the link to the recording when it is available.

An alternate host cannot start a meeting from a Cisco TelePresence system or other video system. Alternate hosts can only start a meeting in your Personal Room by phone if they know your host PIN. For security reasons, we don't recommend sharing your host PIN, but if you do share it, change it after the meeting.

When you specify alternate hosts from your Cisco Webex site, depending on your site settings, you have two options:

- You can choose to let anyone who has a host account on your site be an alternate host. Site administrators set up host accounts. This option is not available with Cisco Webex Productivity Tools and Microsoft Outlook.
- You can specify alternate hosts by entering their email addresses. With Webex Productivity Tools and Microsoft Outlook, you select alternate hosts from your list of attendees.

Site administrators set these options. A site administrator can disable both options, or disable the option to let anyone with a host account be an alternate host.

You can make someone an alternate host only if that person already has a host account on your Webex site. Cisco Webex Meetings uses the following methods to notify each participant that you specified them as an alternate host:

- A message on your Personal Room lobby page lets a participant know that they are an alternate host for the meeting.
- The email invitation for each specified alternate host lets them know that they are an alternate host for the meeting.

If an alternate host joins the meeting before you do, the meeting starts automatically and that alternate host assumes the host role. Alternate hosts who join after the first alternate host do not automatically become the host. If you later join the meeting in progress, Webex Meetings automatically restores the host role to you.

## Add Alternate Hosts on Your Cisco Webex Site

1. Sign in to your Webex site account.
2. In Classic View, go to Webex Meetings > Host a Meeting > Schedule a Meeting. In Modern View, go to Schedule a Meeting.

3. In Classic View, check the Let anyone with a host account on this site host my meeting check box to let anyone with a host account on your site schedule a meeting on your behalf. On the Advanced Scheduler, this action takes place in step 4 Invite Attendees.
4. To designate specific attendees with host accounts as an alternate host, add them in the Attendees field, press Enter, and click Make this attendee an alternate host. In Classic View, you can also add alternate hosts from the Use address book (Quick Scheduler) and Select Attendees (Advanced Scheduler) links.
5. Enter the rest of the meeting information and click Schedule Meeting or Start.

## Add Alternate Hosts for Your Personal Room Meetings

If you make someone who is already waiting in your Personal Room lobby an alternate host, one of the following scenarios occurs: If the alternate host is signed in, the meeting starts automatically in your Personal Room, if you don't have a Personal Room meeting already in progress. If the alternate host isn't signed in, they receive a prompt to sign in before starting the meeting.

1. From the Classic View, select My Webex > Preferences > My Personal Room. In Modern View, go to Preferences > My Personal Room.
2. Check the Let others host my Personal Room Meetings without me check box.
3. Select one of the following options: *These settings apply for all of your Personal Room meetings (instant and scheduled meetings)*
  - Allow anyone with an account on this site to be an alternate host for my Personal Room meetings
  - Let me choose alternate hosts for my Personal Room meetings
4. If you opted to choose your alternate hosts in Step 3, enter their email addresses (separated by commas).
5. Select Save.

## Add Alternate Hosts in Microsoft Outlook for Windows

**Before you begin** Ensure that Webex Productivity Tools or Webex Desktop Application is installed.

1. Use your preferred method to schedule a meeting with Microsoft Outlook:
  - On the Webex toolbar in Microsoft Outlook, select Schedule Meeting > Schedule Webex Meeting.
  - On the Microsoft Outlook toolbar (Mail view), select New items > Meeting or Appointment.
  - On the Microsoft Outlook toolbar (Calendar view), select New Meeting or New Appointment.
2. Add attendees for your meeting.
3. On the Webex toolbar for the meeting invitation, select Add Webex Meeting. You can skip this step if you selected Schedule Meeting > Schedule Webex Meeting.
4. If the Webex Settings dialog box is not open, select Change Settings on the Webex toolbar to open it.

5. In the Webex Settings dialog box, select the Resources tab.
6. In the Alternate host section, check the corresponding check boxes for the meeting attendees that you want to specify as alternate hosts.
7. Select OK.

## Add Alternate Hosts in Microsoft Outlook for Windows (Cisco Webex and TelePresence Meetings)

Follow this procedure only if your Cisco Webex site and your account are enabled for Collaboration Meeting Rooms (CMR) Hybrid.

**Before you begin** Ensure that Webex Productivity Tools is installed.

1. Use your preferred method to schedule a meeting with Microsoft Outlook:
  - On the Webex toolbar in Microsoft Outlook, select Schedule Meeting > Schedule Webex and Telepresence Meeting.
  - On the Microsoft Outlook toolbar (Mail view), select New items > Meeting or Appointment.
  - On the Microsoft Outlook toolbar (Calendar view), select New Meeting or New Appointment.
2. Add attendees for your meeting.
3. On the Webex toolbar for the meeting invitation, select Add Webex and Telepresence. You can skip this step if you selected Schedule Meeting > Schedule Webex and Telepresence Meeting in Step 1.
4. In the Meeting Options dialog box, under Select Alternate Host, check the corresponding check boxes for the attendees that you want to specify as alternate hosts.
5. Select OK.

## Add Alternate Hosts in Microsoft Outlook for Mac

**Before you begin** Ensure that Webex Productivity Tools or Webex Desktop Application is installed.

1. Use your preferred method to schedule a meeting with Microsoft Outlook:
  - On the Webex toolbar in Microsoft Outlook, select Schedule Meeting > Schedule Webex and Telepresence Meeting.
  - On the Microsoft Outlook toolbar (Mail view), select New items > Meeting or Appointment.
  - On the Microsoft Outlook toolbar (Calendar view), select New Meeting or New Appointment.
2. Add attendees for your meeting.
3. On the meeting invitation, select Add Webex. You can skip this step if you selected Schedule Meeting > Schedule Webex Meeting.
4. In the Webex Settings dialog box, select Change settings.
5. In the Alternate Host section, check the corresponding check boxes for the meeting attendees that you want to specify as alternate hosts.

6. Select OK.

## Add Alternate Hosts in Microsoft Outlook for Mac (Cisco Webex and TelePresence Meetings)

Use this procedure only if your Cisco Webex site and your account are CMR Hybrid-enabled.

**Before you begin** Ensure that Webex Productivity Tools or Webex Desktop Application is installed.

1. Use your preferred method to schedule a meeting with Microsoft Outlook:
  - On the Webex toolbar in Microsoft Outlook, select Schedule Meeting > Schedule Webex and Telepresence Meeting.
  - On the Microsoft Outlook toolbar (Mail view), select New items > Meeting or Appointment.
  - On the Microsoft Outlook toolbar (Calendar view), select New Meeting or New Appointment.
2. Add attendees for your meeting.
3. On the Webex toolbar for the meeting invitation, select Add Webex > Add Webex and Telepresence. You can skip this step if you selected Schedule Meeting > Schedule Webex and Telepresence Meeting in Step 1.
4. Select Change Settings to open the Webex and TelePresence meeting options dialog box.
5. In the Alternate Host section, check the corresponding check boxes for the meeting attendees that you want to specify as alternate hosts.
6. Select OK.

## Add an Alternate Host to an Existing Meeting on Your Cisco Webex Site

1. Sign in to [mahec.webex.com](https://mahec.webex.com).
2. Go to Meetings.
3. Locate the meeting that you want to edit and select its title.
4. Select Edit, and if the Advanced Scheduler opens, select Invite Attendees. In Modern View, select Edit and then select Show More.
5. Check the Let anyone with a host account on this site host my meeting check box to let anyone with a host account on your site schedule a meeting on your behalf.

## Add Alternate Hosts to an Existing Meeting in Microsoft Outlook

1. In Microsoft Outlook, open an existing meeting to edit it.
2. On the Meeting tab, select Change Settings.
3. Select the Resources tab and, in the Alternate host section, check the check box for the person you want to add as an alternate host, and then click OK.