

Assigning Webex Scheduling Privileges

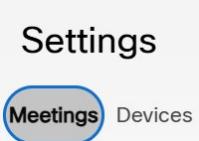


Please Note: To schedule on behalf of a Health Care provider, administrative staff will require a Webex account. Please submit a ticket in Service Now to apply for an account.

1. Sign in to [Cisco Webex User Hub](#)
2. Go to **Settings**.



3. Click **Meetings**.



4. Click **Scheduling**.

General My Personal Room Audio and Video **Scheduling** Recording

5. In the Scheduling permission section:

- Type the email address of each person you want to schedule meetings for you
- You can add up to 20 people

Scheduling permission ⓘ

Separate email addresses with a comma or semicolon

6. Click **Save**.

