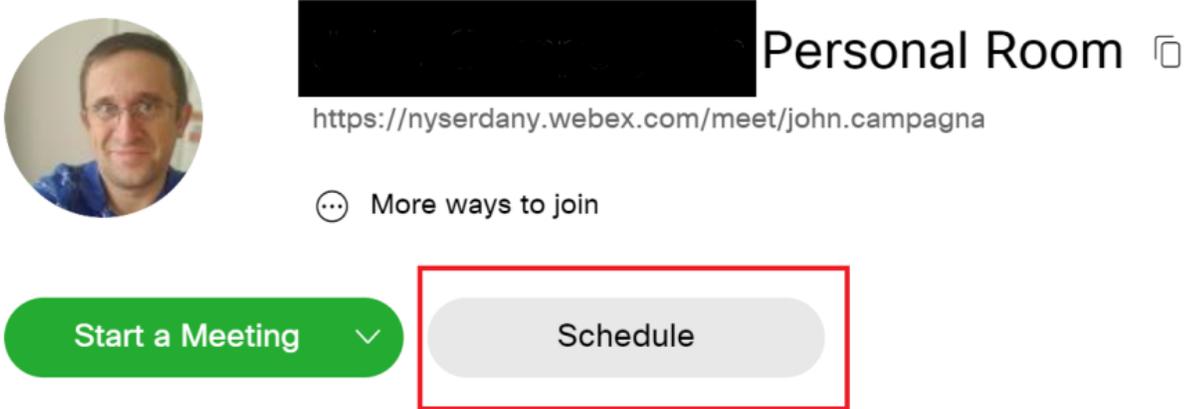


WebEx Meeting: Setting up Co-hosts

- Anyone with an account on NYSERDA's WebEx site can be made a co-host of meetings your are creating. These are the easy steps to set that up.

1. Navigate to NYSERDA's WebEx at: <https://nyserdany.webex.com/>
 - a. Login with your credentials
2. Begin scheduling a meeting in your personal room



Personal Room 

<https://nyserdany.webex.com/meet/john.campagna>

 More ways to join

Start a Meeting 

Schedule

3. In the **Schedule a Meeting** window, add attendees to your meeting

Schedule a Meeting

Meeting type	Webex Meetings Pro Meeting
* Meeting topic	
* Meeting password	gmH2EbAA5g3
Date and time	Tuesday, Jun 9, 2020 9:40 am Duration: 1 hour  (UTC-04:00) Eastern Time (US & Canada) 
	<input type="checkbox"/> Recurrence
Attendees	 Separate email addresses with a comma or semicolon
Show advanced options	
Cancel	Start Save as template

4. Add the attendee you wish to give co-host rights to and select the give this attendee alternate host rights button

Attendees

Separate email addresses with a comma or semicolon

Attendee list showing profile pictures and a red box highlighting the 'Make this attendee an alternate host' icon.

Make this attendee an alternate host

Show advanced options ▾

Cancel

Start

Save as template