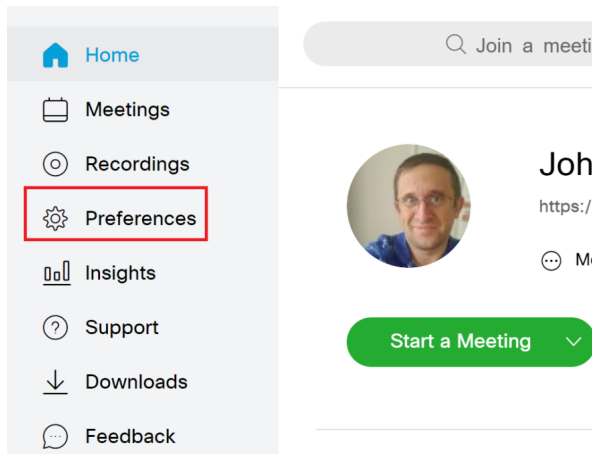


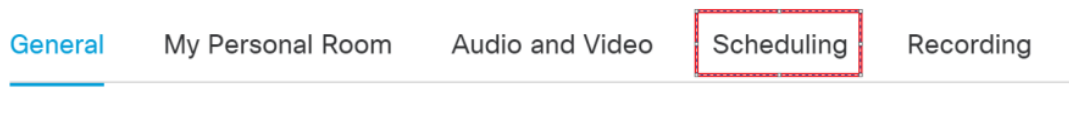
# WebEx Meeting: Setting up delegates

- This will give you the ability to allow someone else to schedule and even start meetings in your webex personal room.

1. Navigate to NYSERDA's WebEx at: <https://nyserdany.webex.com/>
  - a. Login with your credentials
2. Once logged in go to preferences in the left hand menu



3. Go to scheduling in the next menu



4. Finally add whoever you want to give delegate rights to and save

Meeting type ⓘ

Webex Meetings Pro Meeting

Email invitation

☐ Send a copy of the email invitation to me

Share meeting content ⓘ

☐ Automatically share the meeting highlights, recording, and participants and invitees and allow them to make edits

Scheduling permission ⓘ

John.Smith@nyserda.ny.gov

Cancel

Save