Adding an Alternative Host to a Meeting

Important Note
If your alternative host has never logged into WebEx, please have them log into WebEx in order to proceed with the next steps.

Video Tutorial

Schedule a Meeting
1. In the Meeting Center, under WebEx Meeting, select Schedule a Meeting.
Adding an Alternate Host

1. After you enter your meeting preferences, click on **Use address book**.

2. Since WebEx does not contain our address book, you will need to build it on your own as Personal Contacts. Under source, select **Personal Contacts** from the drop down menu.
3. Click **New Contact** to create.

4. Provide all the required information for your contact. The email address of the contact needs to be @purdue.edu. Click Add when done.

   New Contact

   * Required field

   - **Full name**: Jessica Orr
   - **Email address**: jorr1@purdue.edu
   - **Phone number**: 1
   - **Time Zone**: Chicago (Central Daylight Time, GMT-06:00)
   - **Language**: English
   - **Locate**: U.S.

   - Add new contact to my address book

5. Select the contact that you want to specify as alternate hosts, and then select **Alternate Host**.
6. The specified contacts appear in the list on the right, under the Alternate Host category. When Complete, select **OK**.

7. **Click Start** when finished.

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**Schedule a Meeting**

To set advanced meeting options or to schedule a Personal Conference meeting, go to **Advanced Scheduler**

- **Meeting topic**: October Staff Meeting
- **Password**: 
- **Date**: 10/23/2018
- **Time**: 10:25 am
- **Duration**: 1 hr

**Attendees**:
- Randy L. Rohm (rohm@purd...)
- Jessica L. Orr (orr1@purd...)

**Audio conference**: Use VoIP only

**Save as template**

https://www.pnw.edu/learning-technologies/software/webex-conferences/ Updated 10/18