WebEx: Adding an Alternate Host

This document describes the steps to be taken to edit a WebEx Meeting and add an alternate host.

Steps:

1. Log into SJSU WebEx, https://sjsu.webex.com, and click on “Schedule a meeting” under “Host a Meeting” on the left hand pane.
2. Next, click on Advanced Scheduler.

![Advanced Scheduler interface](image-url)
3. Type in a topic for the meeting and then click Next.

4. Select the date and time and then click on Number 4 on the timeline: Invite Attendees.
5. For general attendees, type in their email addresses. To add an attendee who will be an alternate host, click on Select Attendees.

6. From the dropdown menu, select the attendee source. If a contact does not appear, select Personal Contacts.
7. To add the New Contact, click on the New Contact button and type in the requested information.

8. Once the contact has been selected, you can select the role for the session. For this scenario, the contact will get added as an alternate host. To add that role, highlight the contact’s name on the left and click on Alternate Host. The name now appears on the right and it indicates she is an alternate host.
9. After adding all alternate hosts and attendees, click ok to return to the WebEx Meeting creation page. Add any additional details to the session, Numbers 5-8. Number 9 allows you to review your meeting settings. If correct, click the Green button to “Schedule the Meeting.”

![Review](image)