

THE GEORGE WASHINGTON UNIVERSITY WASHINGTON, DC

Home Webex Meetings Webex Events Webex Support Webex Training **My Webex** markgriffith Log Out

My Meetings
My Personal Room
My Files
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Preferences • Required Field

Expand all | Collapse all

- General
- "Meet Now" Settings
- Audio Set up
- My Personal Room
- Scheduling Templates
- Scheduling Options**

Delete meetings: Automatically delete meetings from My Meetings when completed
(this option can be modified when scheduling a meeting)

Default meeting type: Webex Meetings Pro 1000

Quick Start page: Show Quick Start page to host and presenter
 Show Quick Start page to attendees

Scheduling permission ⓘ: To allow a host to schedule meetings on your behalf, enter the host's email address:

rhondah@gwu.edu;tonysd@gwu.edu;jpb@gwu.edu

Webex Support

Save Cancel

If you are asked to allow someone to schedule WebEx meetings on your behalf log in to gnu.webex.com. Select **My WebEx** from the top and then **Preferences** on the left hand column. Expand “**Scheduling Options**” in the window on the right and enter the email address of the person you wish to have schedule for you in the box under “**Scheduling Permissions.**” When you have finished click on “**Save.**”