

# WebEx Designate an Alternate Host

Last updated April 13, 2020

## WebEx meetings

All Seattle Children's employees with WebEx host accounts are already set up to be able to host WebEx meetings for each other. No further steps are required.

## WebEx Personal Room meetings

Delegate another person to host a WebEx meeting from your Personal Room.

- Navigate to [seattlechildrens.webex.com](https://seattlechildrens.webex.com) and enter your credentials to log in
- Select "Preferences"
- Select "My Personal Room"
- Check the box "Let others host my Personal Room meetings without me"
- Select "Let me choose alternate hosts for my Personal Room meetings"
- Enter the Seattle Children's email address(es) for the individual(s) you want to host your Personal Room meetings
- Select "Save"

The screenshot shows the WebEx 'Preferences' page for a 'Personal Room'. The left sidebar contains navigation links: Home, Webex Meetings (selected), Webex Events, Webex Support, Webex Training, My WebEx, New User, Reference, Attend a Meeting, Host a Meeting, Set Up, Webex Meetings, Preferences (highlighted), My Profile, Support, Help, MyResources, and Downloads. The main content area is titled 'Preferences' and includes sections for 'General', '"Meet Now" Settings', 'Audio Set up', 'Video Systems', and 'My Personal Room' (highlighted). Under 'My Personal Room', the following settings are visible: Room name: Geneva Richardson's Personal Rot (with a note: A room name must be between 1 and 128 characters.); URL: https://seattlechildrens.webex.com/meet/colleen.richardson; Video address: colleen.richardson@seattlechildrens.webex.com; Host PIN: 9039 (with a note: Your host PIN must be exactly 4 digits. It cannot contain sequential digits, such as 1234, or repeat a digit 4 times, such as 1111.); Automatic lock: Unchecked checkbox for 'Automatically lock my room' (with a dropdown set to 0 minutes); Notification: Checked checkbox for 'Notify me by email when someone enters my Personal Room lobby while I am away'; Alternate host: Checked checkbox for 'Let others host my Personal Room meetings without me', and a radio button selected for 'Let me choose alternate hosts for my Personal Room meetings'. Below this, a text input field contains the instruction: '<Separate email addresses with a comma or semicolon>'. The 'Webex Meetings' and 'My Personal Room' sections in the sidebar are highlighted in yellow.