

# Delegate Scheduling

**\*\*\*This is easiest to complete using a web browser at <https://gvmed.webex.com>**

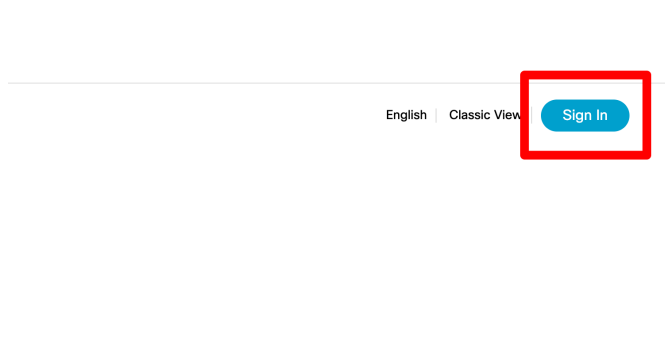
1. Click Sign in on the top right of the web page
2. Enter your UofSC email address in the format: [EmailAddress@greenvillemed.sc.edu](mailto:EmailAddress@greenvillemed.sc.edu)
3. Enter your password \*This is the password you set up when you confirmed your Webex Account from the link that was emailed to you\*
4. Select Meetings from the left side Menu
5. Select Schedule on the right side of the page

**\*\* Your top Menu Item should be "Schedule for". If your first item is "Meeting Type" then you are not a delegate for any one and will need to have each person you are a delegate for perform the Adding a scheduling delegate procedure to add your UofSC email address to their delegate list\*\***

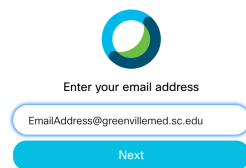
6. Select the Person you are scheduling for, Name the meeting, Set the Date, time and duration, and Add attendees to your meeting then select the Schedule Button at the bottom of the page

## Scroll Down for Step by Step with Pictures

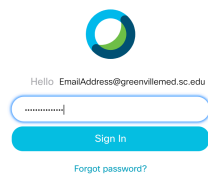
1. Click Sign in on the top right of the web page



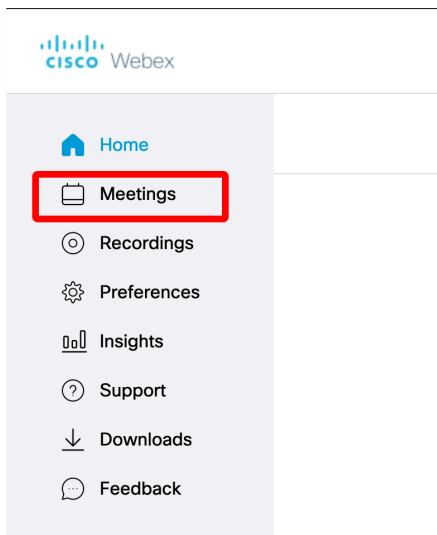
2. Enter your UofSC email address in the format: EmailAddress@greenvillemc.sc.edu

A screenshot of the email address entry step. At the top is a circular logo with blue and green segments. Below it is the text 'Enter your email address'. Underneath is a text input field containing the email address 'EmailAddress@greenvillemc.sc.edu'. At the bottom is a blue 'Next' button.

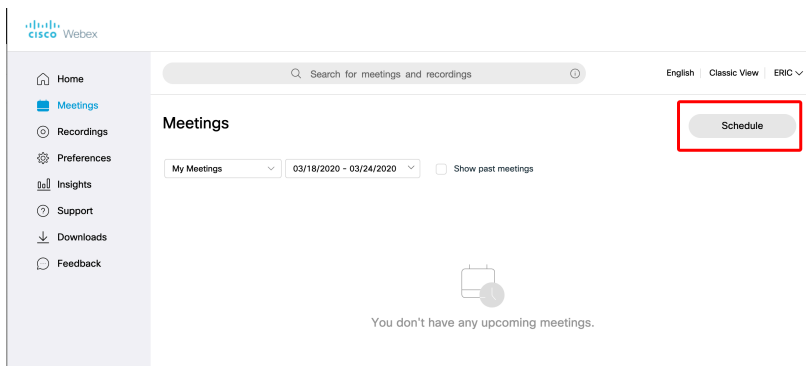
3. Enter your password \*This is the password you set up when you confirmed your Webex Account from the link that was emailed to you\*

A screenshot of the password entry step. At the top is the same circular logo. Below it is the text 'Hello EmailAddress@greenvillemc.sc.edu'. Underneath is a password input field with a masked password '\*\*\*\*\*'. At the bottom is a blue 'Sign In' button. Below the 'Sign In' button is a link that says 'Forgot password?'.

#### 4. Select Meetings from the left side Menu



#### 5. Select Schedule on the right side of the page



**\*\* Your top Menu Item should be “Schedule for”. If your first item is “Meeting Type” then you are not a delegate for any one and will need to have each person you are a delegate for perform the Adding a scheduling delegate procedure to add your UofSC email address to their delegate list\*\***

**Schedule a Meeting** Meeting templates Web

Meeting type: Webex Meetings Pro Meeting

\* Meeting topic:

\* Meeting password: kPKqFUJf378

Date and time: Wednesday, Mar 18, 2020 11:55 am Duration: 1 hour (UTC-04:00) Eastern Time (US & Canada) ☐ Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

**Schedule a Meeting** Meeting templates Webex Me

Schedule for: Myself

Meeting type: Webex Meetings Pro Meeting

\* Meeting topic:

\* Meeting password: aZJwFWrV797

Date and time: Wednesday, Mar 18, 2020 1:00 pm Duration: 1 hour (UTC-04:00) Eastern Time (US & Canada) ☐ Recurrence

Attendees: Separate email addresses with a comma or semicolon

Show advanced options

6. Select the Person you are scheduling for, Name the meeting, Set the Date, time and duration, and Add attendees to your meeting then select the Schedule Button at the bottom of the page

## Schedule a Meeting

Meeting templates **Webex Mee**

Schedule for

\* Meeting topic

\* Meeting password

Date and time Thursday, Mar 19, 2020 1:15 pm Duration: 1 hour ▼  
(UTC-04:00) Eastern Time (US & Canada) ▼

☐ Recurrence

Attendees

<input type="text" value="email1@host.com"/>	×	<input type="text" value="email2@host.com"/>	×
<input type="text" value="email3@host.com"/>	×	<input type="text" value="email4@host.com"/>	×

Show advanced options ▼

[Save as template](#)