IT Admins: Make scheduling telehealth simple

Enable administrative staff to schedule telehealth appointments on behalf of clinicians and the care team.

The IT Admin can allow multiple administrative staff members to schedule on behalf of physicians. We recommend the IT Admin assigns these privileges in bulk, rather than asking the clinicians to do it for themselves.

Here's guidance how:

1. Export users from site admin/ control hub
2. Open the .csv file
3. In the "SchedulePermission" column for each physician, type the admin's email address exactly as it appears for the user's account. You can specify multiple email address, by separating them with commas and without spaces –
   For example: jsmith@anyco.com,mbartel@anyco.com.

Requirement: The Administrative Staff must have host accounts on the same Cisco Webex site as the clinicians and care team.

4. Upload the .csv file to apply these changes.

[Learn how to use csv information in Webex]

Cisco Webex