

Webex - Addinng External Admins

You can add anyone outside your organization as an external administrator to help maintain your Webex services and users. External administrators can't add additional external administrators to your organization.

block ed URL	Users in free self-sign up organizations can be added as external administrators. But, users that are part of the consumer organization can't be added as an external administrator. Control Hub will indicate an error when you try to verify the emails of users who are in the consumer organization.
1	Sign in to Control Hub at https://admin.webex.com , and open the Users page.
2	Filter the user list by All external administrators to see the list of external admins.
3	Click Add external administrator.
4	Enter the administrator's email address and click Verify email.
5	<div>If this user belongs to a partner organization that manages your subscription, choose Full administrator privileges or Provisioning administrator privileges. If they are from any other organization, choose:<ul style="list-style-type: none">• Full administrator• Read-only administrator• Contact Center service administrator (if applicable)• Webex site administrator (if applicable). You can then choose to assign users as full, read-only, or user administrators for each Webex site.</div>
6	Click OK.

Additional info [HERE](#)