

Setting up scheduling privileges:

1. Sign-in to the Zoom web portal.
2. Click **Settings**.
3. Under **Other at the very bottom**, click the plus sign (+) next to **Assign scheduling privilege to**.

Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to
No one




I can schedule for

 X

4. Enter one or more email addresses in the window, separated with a comma.
5. Click **Assign**.

Assign scheduling privilege ×

example: sales.ea@company.com,marketing.ea@company.com 

Enter the email addresses of those who can schedule meetings on your behalf.
Use a comma to separate multiple email addresses.

Assign Cancel

If the user was assigned successfully, they will appear under **Assign Scheduling Privilege to**. However, they will need to sign out of the Zoom desktop client and sign in again before they will be able to schedule for you there.

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Assign scheduling privilege to +

Max [redacted] ×

I can schedule for

[redacted] ×

If scheduling privilege cannot be assigned because the user is not on your account or is not a Licensed user, you will receive an error message.

Assign scheduling privilege ×

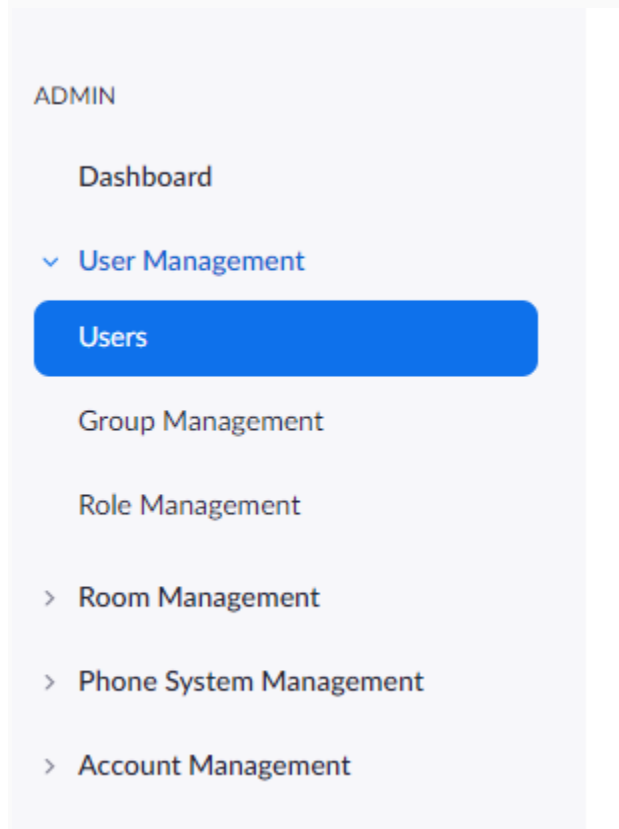
molly@testemail.com

Enter the email addresses of those who can schedule meetings on your behalf.
Use a comma to separate multiple email addresses.

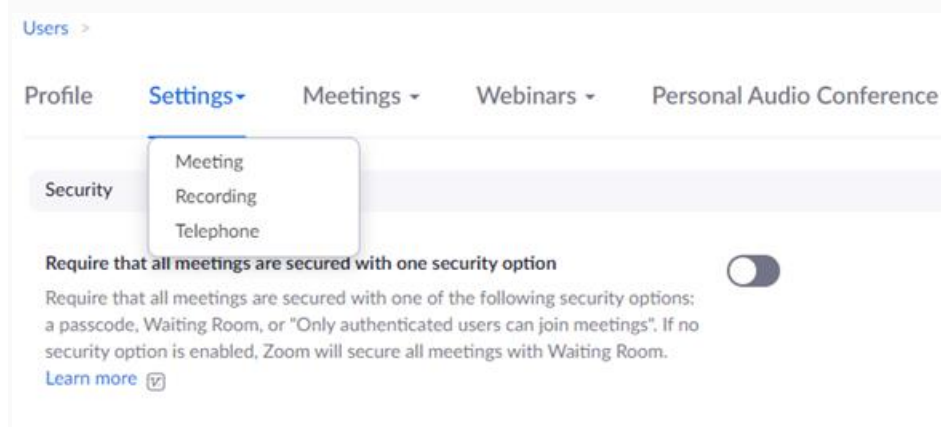
Can't find user molly@testemail.com.

Assign Cancel

To assign scheduling privileges for an employee by individual users only click on User management and then Users.



Once you have selected the user click on settings>meetings and then scroll down to the bottom for scheduling privileges



Now you can add scheduling privileges for any employee to the particular user you are in. You can also add an email that lets that particular user have scheduling privileges for the email you enter.

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Assign scheduling privilege to +

No one

I can schedule for

Scheduling for another user (Zoom plugins, add-ins, and add-ons)

Before beginning, make sure to [set up scheduling privilege](#) and [install the latest version](#) of the plugin, add-in, or add-on.

Note: You can also [set up calendar integration](#) if you want to see Zoom meetings scheduled in third-party calendars to display on the desktop client.

Outlook add-in

Follow these steps to schedule for another user in the Outlook add-in.

1. [Schedule a meeting](#) using the Outlook add-in.
2. While in the calendar event window, click **Zoom**, then **Settings**.
3. In the **Schedule For** drop-down menu, select the user you want to schedule the meeting for. Then Select your desired settings for scheduling a meeting. Click **Save**.

Schedule meeting

Schedule Meeting

Topic

Zoom Meeting

Start: Tue December 15, 2020 05:00 PM

Duration: 1 hour 0 minute

Recurring meeting Time Zone: Eastern Time (US and Canada)

Schedule for

Myself

Meeting ID

Generate Automatically Personal Meeting ID

Security

Passcode Only users who have the invite link or passcode can join the meeting

Waiting Room Only users admitted by the host can join the meeting

Video

Host: On Off Participants: On Off

Audio

Telephone Computer Audio

Telephone and Computer Audio 3rd Party Audio

Dial in from United States [Edit](#)

Save **Cancel**