

ADDING A ZOOM PRIVILEGE

To give someone the ability to schedule Zoom meetings for you, use the following instructions

- Open Zoom
- Click **SETTINGS** (at left)
- Scroll all the way to bottom to **SCHEDULE A PRIVILEGE**
- Click **ADD**
- Then enter the person's email where indicated. BE SURE to click the box for "can manage my private events"
- Then click **SAVE**

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.

Users

Can manage my private events

Enter username or email addresses



Add

Save

Cancel

That person will now be able to schedule Zoom meetings on your behalf