

## Allowing other Users to Schedule Zoom Meetings on your Behalf

### Overview

Users can be assigned 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.

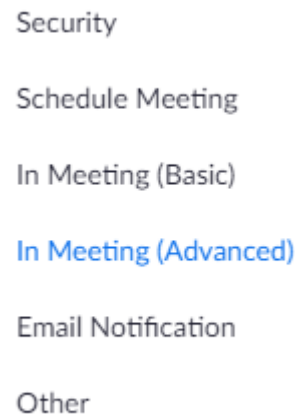
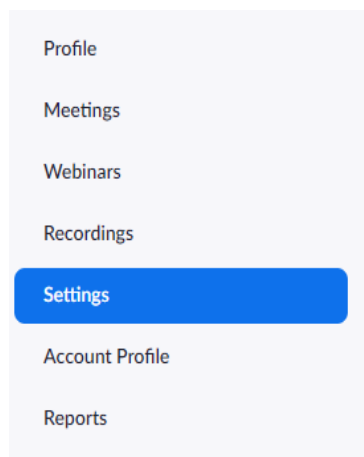
\*Note: Once you do this, the assigned user will be able to see all your scheduled meetings

### Getting Started:

1. Go to <https://zoom.us/>
2. Log into your Zoom Account
3. Select “My Account” On the right hand side of the page.



4. Scroll down to “Settings” on the left hand side of the page.



then “In Meeting (Advanced)”

5. Scroll to the bottom of the page to where it says “Schedule Privilege”

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  
No one

6. Click the “+” and a box will appear.

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

7. Type in the name of the user you’d like to assign privileges to and click on the “Assign” button.

8. I’ve been assigned privilege to schedule a meeting on someone’s behalf. Now what?

See “Scheduling Meetings on another’s Behalf” tip sheet.