Zoom: How to Schedule a Meeting for Someone Else

Use this document when someone has asked you to schedule a meeting for them

Step-by-step guide

1. Go to the Zoom client
2. Logout and login again (one time only)
3. Click on Schedule and then click on Advanced Options
   In order to schedule for someone else, check the “Schedule for:” box and select another individual:

   ![Zoom Schedule for Someone Else](image)

5. Click Schedule.

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