Zoom: Scheduling Privileges & How to Schedule a Meeting for Someone Else

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

Scheduling privilege is designed for an user or an Executive Admin to:

- You can assign or delegate a user or multiple users in your account to schedule meetings on your behalf.
- You can also schedule meetings on behalf of a user (or multiple users) that has assigned you scheduling privilege.
- You and the assigned scheduler must have a Pro or Corp license.
- Users with Scheduling Privilege on your account will be able to manage and act as an alternative host for all meetings.

1. Please reference this Zoom article to set scheduling privileges: https://support.zoom.us/hc/en-us/articles/201362803-What-is-Scheduling-Privilege-
  #h_a9476921-e417-4d02-bf62-7bc96554f9a4
2. Please reference this Zoom article to schedule for another user: https://support.zoom.us/hc/en-us/articles/201362803-What-is-Scheduling-
  Privilege-#h_72586854-c6e1-4955-8ac2-6e60ca93dc1f

Related articles

- How to Use Zoom on a Mac
- How to Update your Zoom client on a Mac
- How to Update your Zoom client on a Windows PC
- How to Use Zoom on an Android Device
- How to remotely use Zoom within Canvas (Not in Evans Hall Classroom)