

Assigning Scheduling Privileges in Zoom

Change your Zoom Settings to enable others to schedule meetings on your behalf.

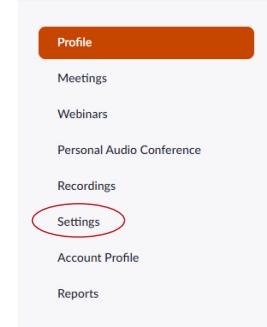
1. Navigate to Settings

Navigate to: <https://virginiatech.zoom.us/>

Click "Sign In"

Log in with your PID and Password

Click "Settings" on the left hand-side men



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

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.

2. Change Your Settings:

Click the + beside "Assign scheduling privilege to".

In the pop up, type the email address of the person you'd like to give permission to and click "Assign".

Note: Assigning scheduling privilege enables the scheduler to organize meetings on your behalf. The scheduled meeting will inherit your meeting settings and you will automatically be the host of the meeting. The scheduler will be able to see all of your scheduled meetings.

ONCE YOU'VE BEEN GIVEN SCHEDULING PRIVILEGE:

1. Schedule a New Meetings

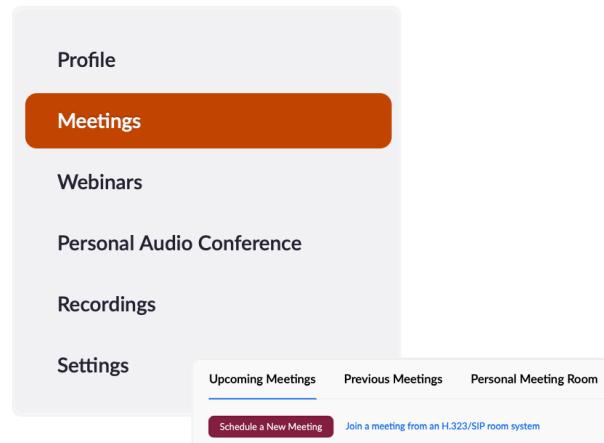
Navigate to: <https://virginiatech.zoom.us/>

Click “Sign In”

Log in with your PID and Password

Click “Meetings” on the left hand-side menu

Select “Schedule a New Meeting”

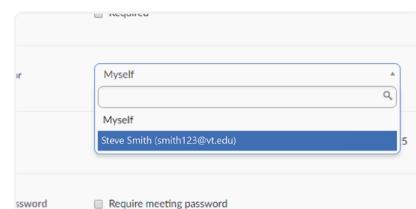
A screenshot of the 'Schedule a Meeting' form. It includes fields for 'Topic' (set to 'My Meeting'), 'Description (Optional)', 'When' (set to 08/03/2020, 3:00 PM), 'Duration' (set to 1 hr 0 min), 'Time Zone' (set to (GMT-4:00) Eastern Time (US and Canada)), and a 'Recurring meeting' checkbox.

2. Set Up the Meeting

Set up your meeting details by entering the topic, date, time, etc.

3. Schedule For...

Scroll down to “Schedule For”. Select the person you’re scheduling for from the drop down list. **The meeting options will now inherit their Zoom settings.**

A screenshot of the 'Alternative Hosts' form. It includes a dropdown for 'Purpose (select from dropdown)' (set to 'Administrative') and a text input for 'Alternative Hosts' (set to 'john doe@vt.edu'). At the bottom are 'Save' and 'Cancel' buttons, with 'Save' being circled in red.

4. Alternative Hosts

Set the **Meeting Purpose**.

Assign **alternative hosts** if desired to give another co-host ability for the meeting.

Select “Save”