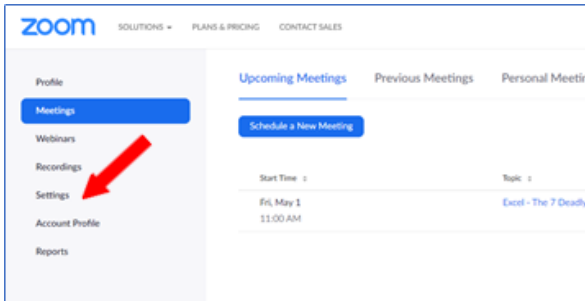


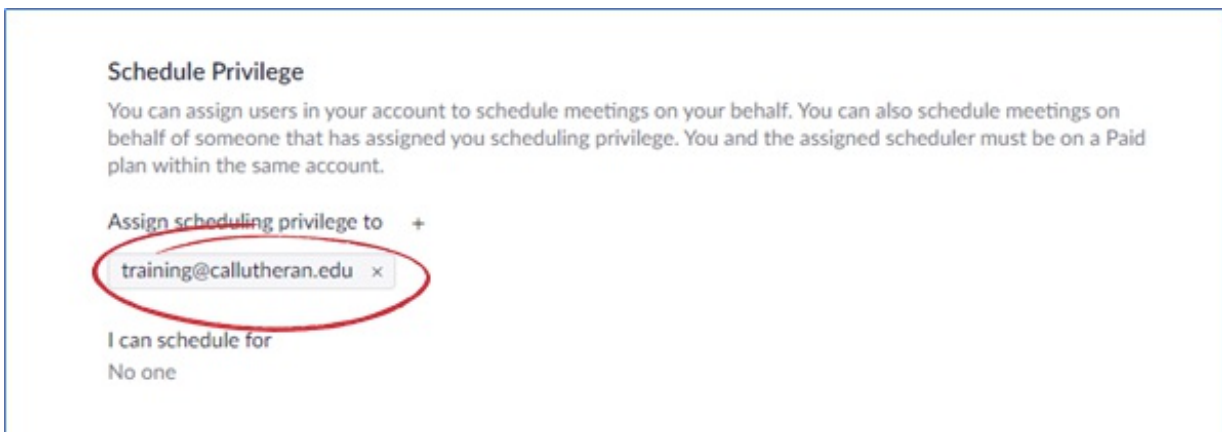
Zoom - Assigning Scheduling Privileges

Last Modified on 05/04/2020 11:56 am PDT

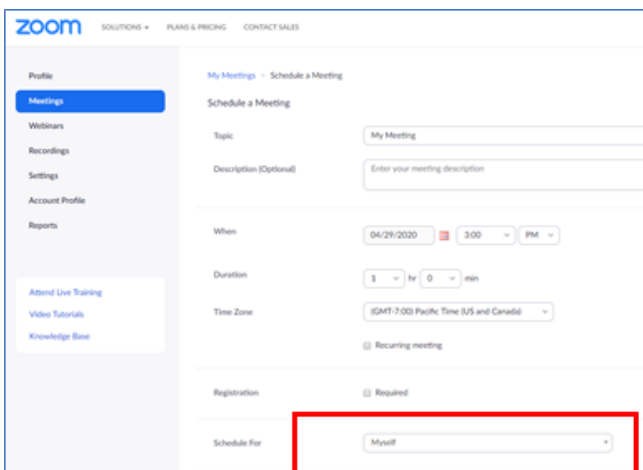
Zoom - Assign Scheduling Privileges



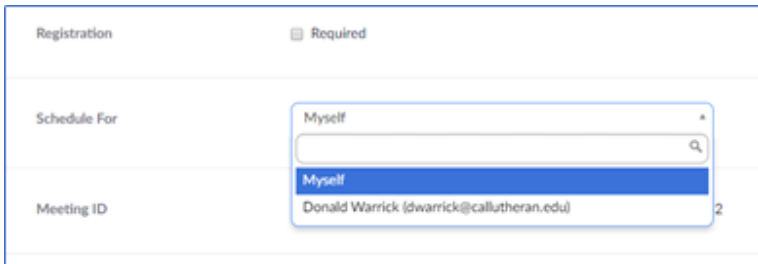
In order to assign scheduling privileges to someone else for your account, both accounts must be Zoom Pro accounts. From the Zoom web interface click on Settings.



In settings, scroll to the bottom of the page. Under "Assign scheduling privilege to", click on the plus sign to add a name.



When the account you have assigned scheduling privileges to schedules a meeting from their account, they will get a drop-down list allowing them to choose an account.



The screenshot shows a web interface for scheduling a meeting. It features three main sections: 'Registration', 'Schedule For', and 'Meeting ID'. The 'Registration' section includes a 'Required' checkbox. The 'Schedule For' section contains a dropdown menu with 'Myself' selected. Below the dropdown, a search bar is visible. The 'Meeting ID' section is partially visible at the bottom. A search bar is also present above the dropdown menu.

Registration	<input type="checkbox"/> Required
Schedule For	Myself
Meeting ID	

From the drop-down list they can choose to schedule from their own account or the assigned account.