Zoom Scheduling: How to set up Scheduling Privilege and Schedule for another User in Zoom

Ankit Shah - 2023-12-18 - COMMUNICATIONS

How to set up Scheduling Privilege and Schedule for another User

Scheduling privilege is designed for a user or an executive admin to:

- Assign or delegate a user or multiple users in your account to schedule meetings on your behalf.
- Schedule meetings on behalf of a user (or multiple users) that has assigned you scheduling privilege. If both users have a webinar license, they can also schedule webinars for you.

You and the assigned scheduler must both be **Licensed** or **On-Prem**, and users with Scheduling Privilege are able to manage and act as an alternative host for all meetings.

1. Sign in to the Zoom web portal - **https://fau-edu.zoom.us/**
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **Other**, locate **Schedule Privilege**.
5. Next to **Assign scheduling privilege to**, click **Add**.
6. Under **Users**, enter a username or email address in the text box.
7. (Optional) Click **Add** to add more users or email addresses to assign scheduling privilege.
8. (Optional) Select the **Can manage my private events** check box if you want a user(s) to manage your private events and view their details.
9. (Optional) If enabled by an admin, select the **Allow above users to manage the recordings for their scheduled meetings** check box to allow users with scheduling privilege to access and manage cloud recordings for scheduled meetings.
10. Click **Save**.

If the user was assigned successfully, they will appear under **Assign Scheduling Privilege to**. However, they will need to sign out of the Zoom desktop client and sign in again before they will be able to schedule for you.

If scheduling privilege cannot be assigned because the user is not on your account or is not a Licensed user, you will receive an error message.

How to schedule for another user (Zoom)

Windows | macOS | Linux

The user given scheduling privilege will need to sign out of the Zoom client and sign in again for the scheduling privilege option to appear.

1. Sign in to the Zoom desktop client.
2. On the **Home** tab, click **Schedule** .This will open the scheduler window.
3. Find the **Schedule for** section, found below the **Topic** section, and choose the user you want to schedule for from the drop-down menu.
4. Adjust other meeting settings as needed.
5. Click **Save** to finish, and open up the calendar you have selected.

How to schedule for another user (Zoom plugins, add-ins, and add-ons)

Before you start, make sure to set up scheduling privilege and install the latest version of the plugin, add-in, or add-on.

Note: You can also set up calendar integration if you want to see Zoom meetings scheduled in third-party calendars to display on the desktop client.

Outlook add-in

Follow the scheduling privilege PDF guide to learn about scheduling for another user. You can also follow these steps to schedule for another user in the Outlook add-in.

1. Schedule a meeting using the Outlook add-in.
2. While in the calendar event window, click **Zoom** then **Settings**.
3. In the **Schedule For** drop-down menu, select the user you want to schedule the meeting for.

Note: If you want to allow someone else to manage your Outlook calendar, refer to the Office 365 support site.

Outlook plug-in

Follow the scheduling privilege PDF guide to learn about scheduling for another user. You can also follow these steps to schedule for another user in the Outlook plug-in.

1. Schedule a meeting using the Outlook plug-in.
2. While in the calendar event window, click **Change Settings** in the tool bar.
3. Click the **Schedule For** check box, then select the user you want to schedule the meeting for.

Web

Android | iOS

How to transfer a meeting between users

If you have scheduled a meeting for someone, but need to reschedule the meeting so that someone else is the host, scheduling privilege can help. You can edit meetings and change the host as many times as needed before the session starts. Any changes to the meeting while the meeting is active will not be reflected until the meeting is restarted.

1. Sign in to the Zoom web portal.
2. In the navigation menu, click **Meetings**.
3. Find and click on the topic of the meeting you need to adjust.
4. Click **Edit**.
5. In the **Schedule For** section, click the drop-down and select a new host.
   Note: You must already have scheduling privilege for both the current host and the user you wish to assign this meeting to.
6. Click **Save**.

Once the meeting is transferred between users on the Zoom web portal, the meeting should now appear on the list of upcoming meetings for the new host on the Zoom web portal, desktop client, and mobile app. If the event was exported to or scheduled directly in a calendar service, such as Outlook or Google Calendar, please make sure the new host has also been invited to the calendar event.

Note: This is also possible with webinars, but requires all users (both hosts and the user with scheduling privilege) have the webinar add-on.

- Tags
- meeting
- schedule
- Zoom