Zoom Scheduling: Zoom Meetings for Another Host

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Scheduling a Zoom Meeting for Another Host

Setting up Scheduling privilege and Scheduling Zoom Meetings for another Host 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.

How to Set Up Scheduling Privilege

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 and under Other, locate Schedule Privilege

4) Next to Assign scheduling privilege to, click Add. Under Users, enter a username or email address in the text box

4.1) (Optional) Click Add to add more users or email addresses to assign scheduling privilege.

4.2) (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.

4.3) (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.

5) 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.

How to schedule for another user (Desktop Client App)

1) 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.

2) Sign in to the Zoom desktop client.

3) On the Home tab, click Schedule (this will open the scheduler window).

4) Find the Schedule for section, found below the Topic section, and choose the user you want to schedule for from the drop-down menu. (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 (Web Portal)

1) Sign in to the Zoom web portal.

2) In the navigation menu, click Meetings

3) In the top-right corner, click Schedule a Meeting

4) In the "Schedule For" section, click the drop-down menu and choose the user you want to schedule for. (Adjust other meeting settings as needed)

5) Click Save to finish

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