Scheduling privilege

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

- Assign or delegate a user or multiple users to schedule meetings on your behalf.
- Schedule meetings on behalf of a user (or multiple users) who has assigned you scheduling privilege.
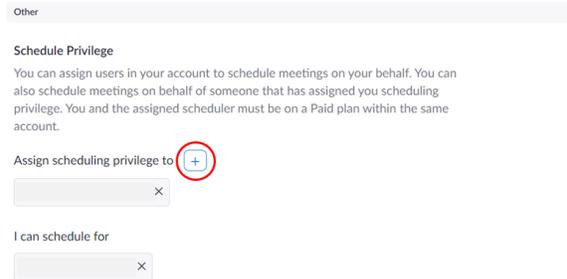
Users with Scheduling Privilege on your account will be able to manage and act as an alternative host for all meetings.

Note: Both users must have a Strathclyde University account.

Setting up scheduling privilege

- Sign in to the Strathclyde Zoom web portal.
- Click **Settings**.
- Under **Other**, click the plus sign (**+**) next to **Assign scheduling privilege to**.
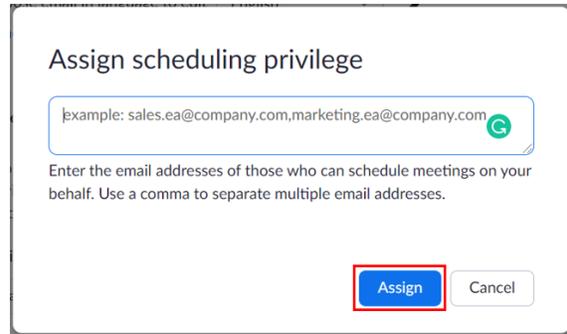
Other

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 (+)

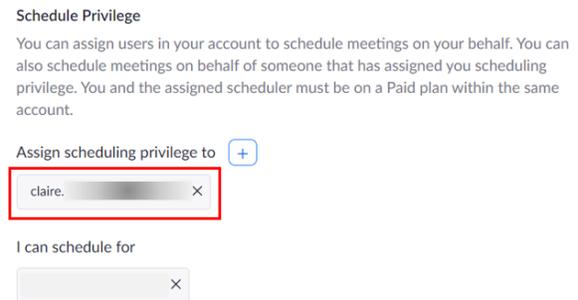[×]

I can schedule for

[×]

- Enter one or more email addresses in the window, separated with a comma.
- Click **Assign**.

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.

[Assign] [Cancel]

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 there.

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 [+]

[claire.   ×]

I can schedule for

[×]

Note: 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.
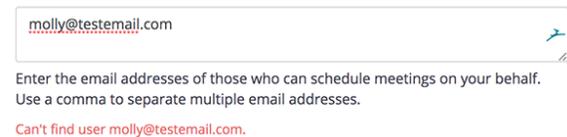
[molly@testemail.com   ↗]

Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.
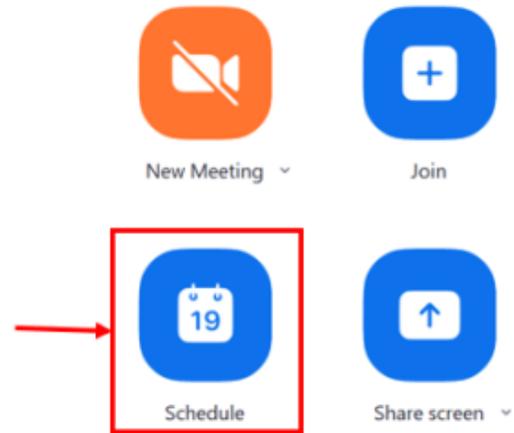
Can't find user molly@testemail.com.

Scheduling for another user (Zoom)

Zoom Desktop Client

The user given scheduling privilege will need to logout of the Zoom client and login again for the scheduling privilege option to appear.

- Sign in to the Zoom Desktop Client.
- Click on the **Schedule** icon.

This will open the scheduler window.

Scroll down.

- Click **Advanced Options**.

- Check **Schedule For**.
- Choose the user you want to **Schedule For** from the dropdown menu.
- Click **Save** to finish, and open up the calendar you have selected.

Zoom web portal

- Sign in to the Strathclyde Zoom web portal.
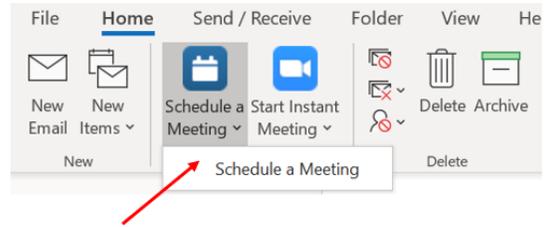- Click **Meetings**, then click **Schedule A Meeting**.

- Choose the user you want to **Schedule For** from the dropdown menu.
- Click **Save** to finish.

Outlook plug-in

You can also follow these steps to schedule for another user in the Outlook plug-in.

- Schedule a meeting using the Outlook plug-in.

- Click the **Schedule For** checkbox, then select the user you want to schedule the meeting for.
- Click **Save** to finish.