

# 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.

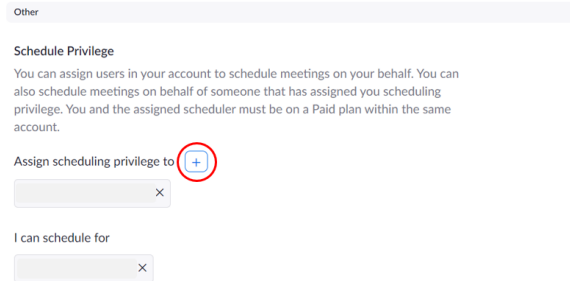
Users with Scheduling Privilege on your account will be able to manage and act as an alternative host for all meetings.

**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**.

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



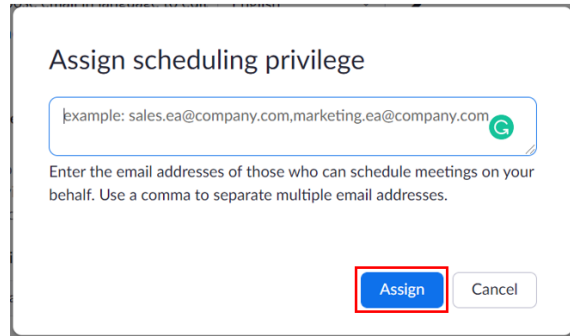
Other

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

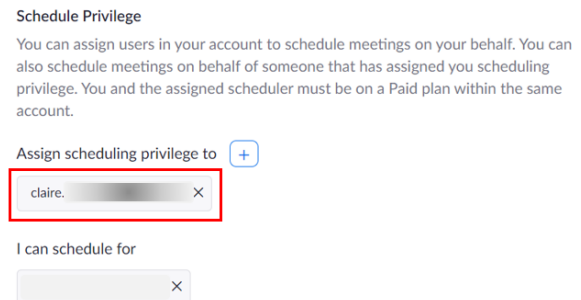


Assign scheduling privilege

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.



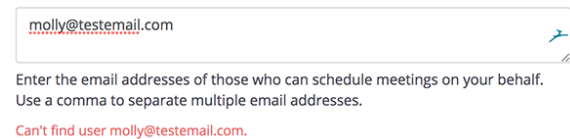
Schedule Privilege

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 **+**

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.



Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

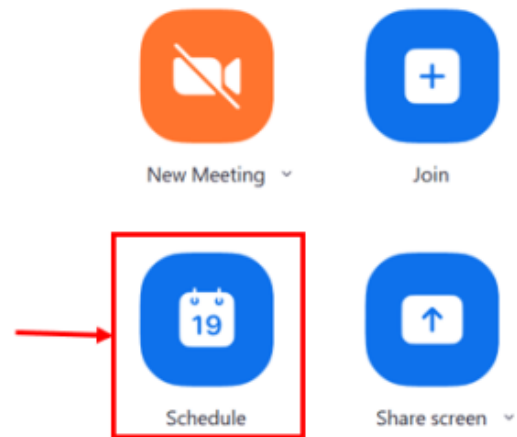
Can't find user molly@testemail.com.

## 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.

The 'Schedule Meeting' window is shown with the following fields: 'Topic' (Zoom Meeting), 'Start' (Mon September 21, 2020, 12:00), 'Duration' (1 hour, 0 minute), 'Recurring meeting' (unchecked), 'Time Zone' (London), 'Meeting ID' (Generate Automatically selected), 'Security' (Passcode 402439, Waiting Room unchecked), 'Video' (Host: On, Participants: On), 'Audio' (Telephone and Computer Audio selected), and 'Calendar' (Outlook selected). A red arrow points to the right edge of the window, indicating a scroll action.

Scroll down.

- Click **Advanced Options**.

The 'Advanced Options' section is expanded, showing 'Calendar' (Outlook selected), 'Advanced Options' (highlighted with a red box and arrow), 'Save', and 'Cancel' buttons.

- 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.

**Advanced Options** ^

- Enable join before host
- Mute participants upon entry
- Only authenticated users can join: Sign in to Zoom
- Automatically record meeting in the cloud
- Schedule for:

Alternative hosts:

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Schedule for:

v

Alternative hosts:

## Zoom web portal

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

**Profile**

Meetings

Webinars

Recordings

Settings

Account Profile

Reports

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Upcoming Previous Personal Room Meeting Templates

to

Recurring meeting

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Registration  Required

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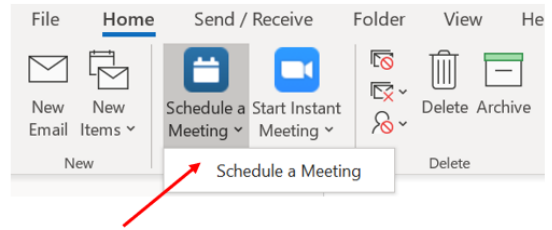
→ Schedule For 
v

- 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.

A screenshot of the 'Advanced Options' dialog box. The 'Schedule for:' checkbox is checked and circled in red. Below it, a dropdown menu is open, showing the name 'Clair' selected, with a red arrow pointing to the dropdown arrow. At the bottom of the dialog, the 'Save' button is highlighted with a red arrow. Other options include 'Enable join before host' (checked), 'Mute participants upon entry', 'Only authenticated users can join: Sign in to Zoom', 'Automatically record meeting in the cloud', 'Include invite link in location field' (checked), 'Insert Zoom meeting invitation above existing text', 'Select a language for meeting invitation: English', and 'Do not show me again'.