Schedule a meeting on behalf of someone in Zoom

As the meeting host, I want to allow my administrative assistant to schedule a meetings on my behalf. How do I allow my administrative assistant to schedule a zoom meeting for me?

The Authenticated user will need to go to their zoom portal and add the administrative assistant they want to assign these privileges too.

1. Log in to your zoom portal at https://millersville.zoom.us/
2. Select the manage icon
3. Sign in with your short username and password
4. On menu options on the left side of the screen, click Settings
5. Scroll down to the bottom of the Settings page to where it says Schedule Privilege
6. Now click the + next to the Assign scheduling privilege to
   a. Put the full email of the administrative assistant you would like to assign these privilege’s too
   b. select the Assign button
   c. Now you can close the application and the administrative assistant now can schedule meetings for you

⚠️ If the administrative assistant is unable to be added, have them do steps 1 through 3 from above and then go back and try adding their email again.