Scheduling privilege

Overview

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

- You can assign or delegate a user or multiple users in your account to schedule meetings on your behalf.
- You can also schedule meetings on behalf of a user (or multiple users) that has assigned you scheduling privilege.
- You and the assigned scheduler must be assigned as **Licensed** or **On-Prem**.
- Users with Scheduling Privilege on your account will be able to manage and act as an alternative host for all meetings.

Note: If you receive a 3003 error when edit or canceling a meeting for another user, check that scheduling privileges have not been modified. Also, check that you and the user you are scheduling for are both Licensed users.

This article covers:

- Setting scheduling privilege
- Scheduling for another user (third-party plugins)
- Scheduling for another user (Zoom)

Prerequisites

- Both users must have a Licensed or On-Prem and be on the same account
- For a webinar, both users must have the webinar add-on

Setting scheduling privilege

1. Sign in to the Zoom web portal.
2. Click **Settings**.

3. Under **Other**, click the + next to **Assign scheduling privilege to**.

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   +
No one

I can schedule for

☒

4. Enter one or more email addresses in the window, separated with a comma.
5. 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   +

Max ████████████ ✕

I can schedule for

████████████ ✕

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

Assign scheduling privilege   ✕

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.

Assign   Cancel

Max-Test@zoom.us ✕

Please see https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege for how to schedule on behalf of