

How to Assign Scheduling Privileges

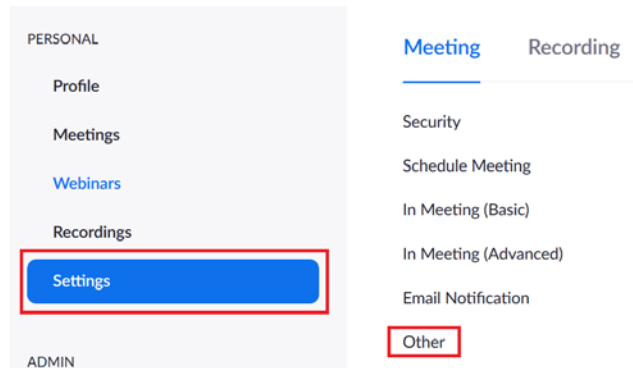
A licensed NCAT Zoom user can assign or delegate another licensed NCAT Zoom user, or multiple users, the ability to schedule Zoom meetings on their behalf. Enabling this scheduling privilege within the Zoom account will allow the designee to schedule Zoom meetings using their own Zoom account. For example, a vice chancellor or dean may delegate the privilege of scheduling Zoom meetings to an executive assistant. The executive assistant will then be able to schedule Zoom meetings on behalf of the vice chancellor or program director from their licensed account and become an alternative host.

Users with Scheduling Privilege enabled on their account will also be able to manage and act as an alternative host for all meetings. Serving as an alternative host allows the designee to start a meeting in cases where the host is running late for a meeting or to take roll before the meeting begins. It also automatically allows the designee to allow attendees into the meeting from the Waiting Room releasing the host from the responsibility to concentrate on the meeting. For more information about Scheduling Privilege, visit <https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege>.

To assign Scheduling Privilege to another user, follow the instructions below.

Step 1: Log into the NCAT Zoom web portal at <https://ncat.zoom.us>.

Step 2: Click **Settings** and **Other**.



Step 3: Under **Other**, click the plus sign (+) adjacent 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

Step 4: Enter the email address of the user to receive scheduling privilege and click **Assign**.

How to Assign Scheduling Privileges

Assign scheduling privilege

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

The schedule privilege assignment will take effect immediately and will reflect the assigned user's name. The assigned user will receive an email reflecting the assignment and will see in their Zoom settings the designation by way of the email address of the person who delegated this privilege.

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.

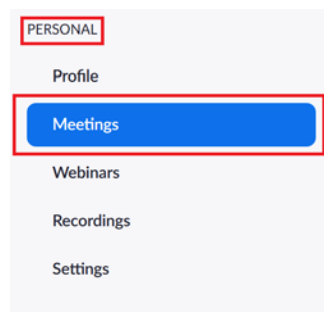
Assign scheduling privilege to
No one

I can schedule for

To schedule a meeting through Scheduling Privilege for another user, follow the instructions below.

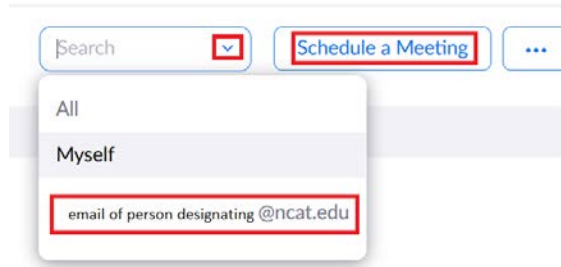
Step 1: Log into the NCAT Zoom web portal at <https://ncat.zoom.us>.

Step 2: Click **Meetings** in the left panel of your Zoom account.



Step 3: Click **Search** and select the account for which you are scheduling a meeting, and click **Schedule a Meeting**.

How to Assign Scheduling Privileges



Step 4: Schedule the meeting as normal by **filling in all required details**. After filling in the information, click **Save**.

Schedule a Meeting

Topic

Description (Optional)

When

Duration hr min

Time Zone

Recurring meeting

Automatically record meeting

Enable additional data center regions for this meeting

Approve or block entry to users from specific regions/countries

Import into Mediasite

Alternative Hosts

Note: The person may also be selected after clicking on **Schedule a Meeting** as shown below:



Step 5: Click on Outlook calendar to save the meeting to and send out invites to attendees.




How to Assign Scheduling Privileges

My Meetings > Manage "My Meeting"

Start this Meeting

Topic My Meeting

Time Jan 11, 2021 06:00 PM Eastern Time (US and Canada)

Add to  Google Calendar  Outlook Calendar (.ics)  Yahoo Calendar

Meeting ID 972 4109 4243