Giving Scheduling Privileges

It is possible to give another user permission to arrange Zoom meetings on your behalf. This lets them set up your meeting, but you remain the host and invites will come from you (as long as user also has Outlook privileges for your calendar).

**Giving Scheduling Privileges**

1. Open a browser and go to hud.ac.zoom.us. Sign in using your University credentials (click SSO if prompted). Once logged in, select **Settings** from the left-hand menu.

2. Scroll to the bottom of the screen to the Schedule Privilege section. Click the plus button next to **Assign scheduling privilege to**. Enter the **email address** of the person you wish to give privileges to and click **Assign**.

For more information, please visit ipark.hud.ac.uk. Alternatively, you can contact your School’s LTA.
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Scheduling For Another User – *Within Zoom Client*

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

1. Sign in to the Zoom Desktop Client and click on the *Schedule* icon. This will open the scheduler window.

2. Click Advanced Options. Check Schedule For. Choose the user you want to *Schedule For* from the dropdown menu.

3. Click Schedule to finish, and open up the calendar you have selected.

Scheduling For Another User – *With Outlook, with Zoom Plugin*

1. Once you have privileges assigned you can now create Zoom meetings. Open Outlook (please ensure you have the Zoom plugin installed).

2. Open the host’s calendar and schedule a new meeting

*Please Note:* if you click the *Schedule a Meeting* button and you’re not on this person’s *Meeting Invite*, you’ll send it as yourself.

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