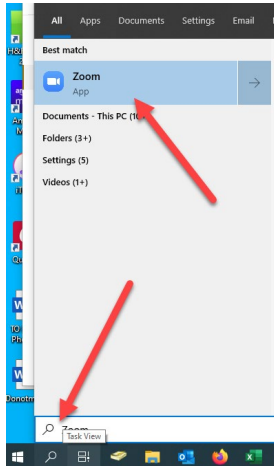


How to grant scheduling privileges for Zoom calls

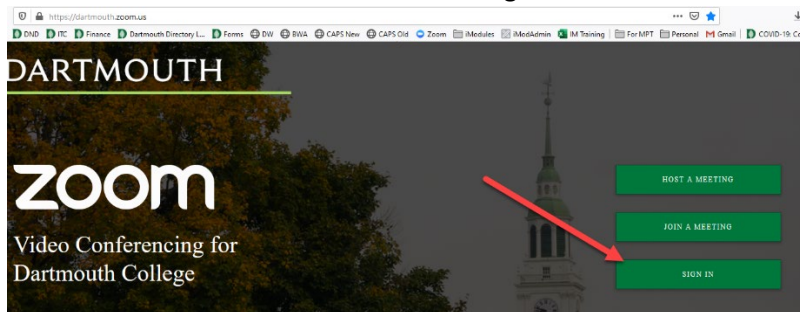
Granting Scheduling Privileges to your support staff will allow your support person to schedule meetings on your behalf, allowing you to be the host of your meetings and make changes as needed. **These steps must be completed by the individual who is GRANTING the permissions. Support staff can not do this on behalf of someone.**

1. Open Zoom. You can use the App or the Web.


APP: Using your search bar, type “Zoom” and click to open the app.

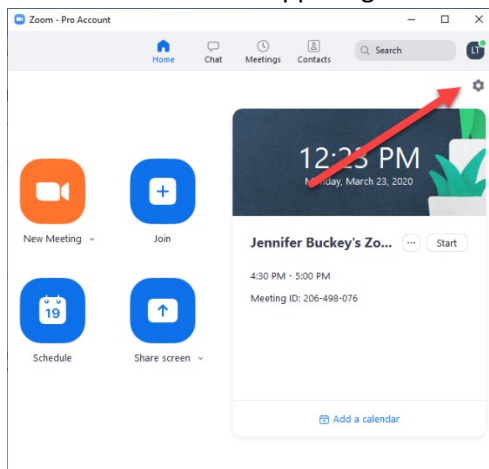


WEB: Dartmouth.zoom.us and click on “Sign In”.

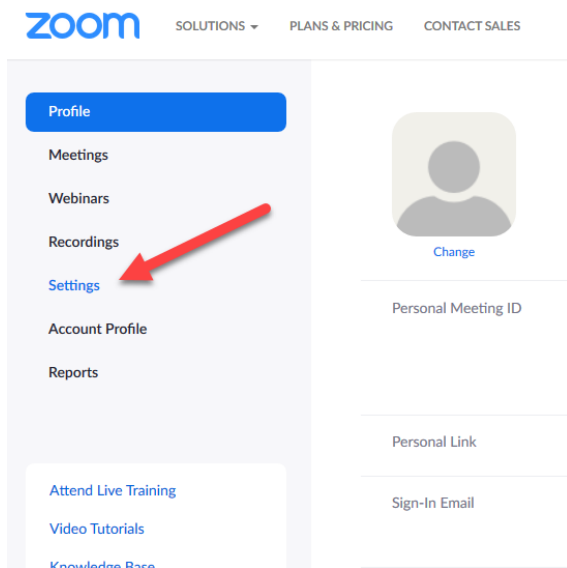


2. Once signed in, click on “settings”

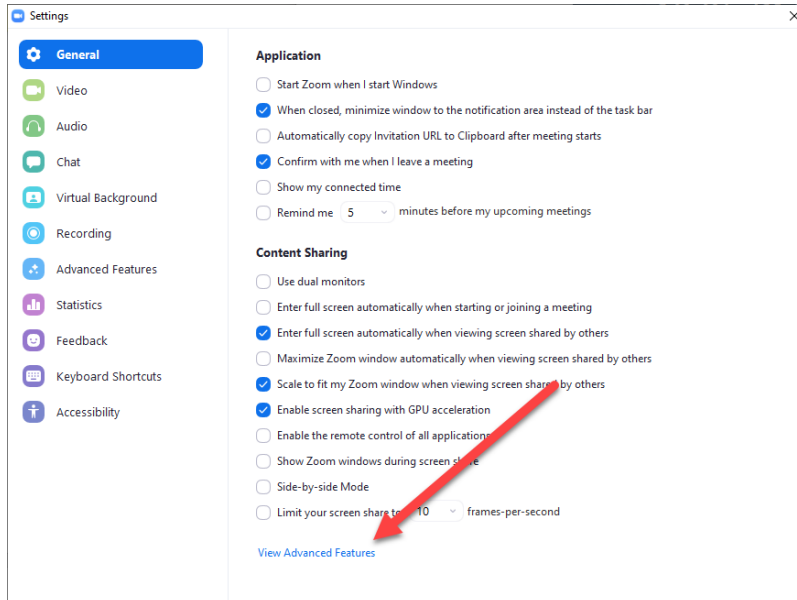
APP : The  icon in upper right-hand corner.



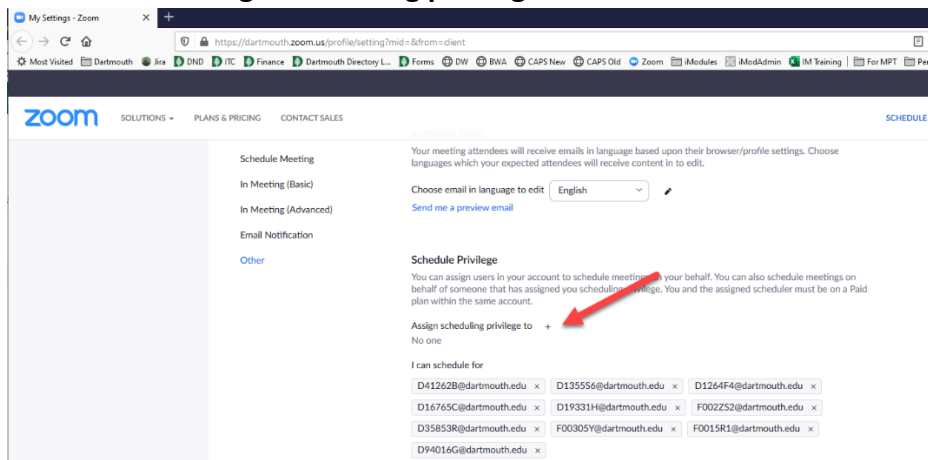
WEB: Click on "Settings" on the left hand navigation pane.



3. APP ONLY STEP: Click on "View Advanced Features". This will open a browser window.



4. App and Web: Scroll all the way down the page to "Schedule Privilege" section and click on the "+" Icon next to "Assign scheduling privilege to"



5. Enter the person's email address using NetID@dartmouth.edu then click "Assign".

Assign scheduling privilege

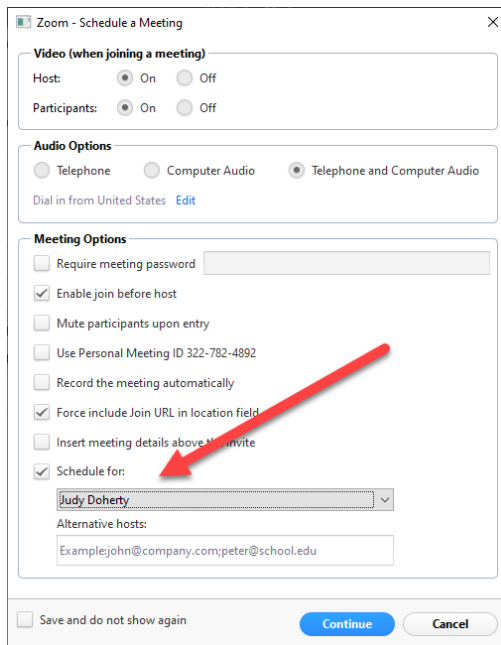
f001pb1@dartmouth.edu

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

Assign

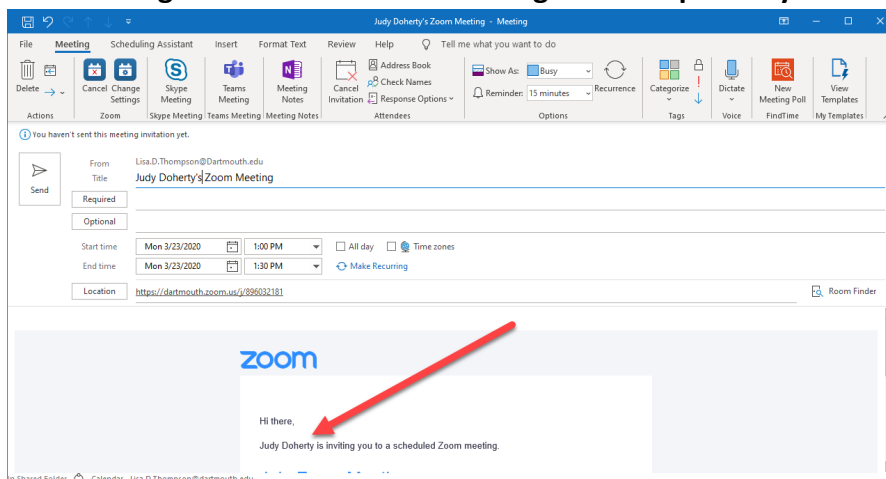
Cancel

6. You can now close out of Zoom as your additions are automatically save.
7. Once someone has been assigned these privileges, your name will show as an option in their scheduling window. If you are scheduling for someone else, select the person from a dropdown menu and save.



The image shows the 'Zoom - Schedule a Meeting' dialog box. It has several sections: 'Video (when joining a meeting)' with 'Host' and 'Participants' each having 'On' and 'Off' radio buttons; 'Audio Options' with 'Telephone', 'Computer Audio', and 'Telephone and Computer Audio' radio buttons, and a 'Dial in from United States' link; 'Meeting Options' with checkboxes for 'Require meeting password', 'Enable join before host', 'Mute participants upon entry', 'Use Personal Meeting ID 322-782-4892', 'Record the meeting automatically', 'Force include Join URL in location field', 'Insert meeting details above the invite', and 'Schedule for:'. The 'Schedule for:' dropdown menu is open, showing 'Judy Doherty' as the selected option. A red arrow points to this dropdown. Below the dropdown is a text field for 'Alternative hosts' with the placeholder text 'Example:john@company.com;peter@school.edu'. At the bottom, there is a 'Save and do not show again' checkbox, a 'Continue' button, and a 'Cancel' button.

8. The meeting is now scheduled as coming from the person you selected



The image shows the Outlook 'Meeting' window for 'Judy Doherty's Zoom Meeting - Meeting'. The 'From' field is set to 'Lisa.D.Thompson@Dartmouth.edu'. The 'Title' field is 'Judy Doherty's Zoom Meeting'. The 'Start time' is 'Mon 3/23/2020 1:00 PM' and the 'End time' is 'Mon 3/23/2020 1:30 PM'. The 'Location' is 'https://dartmouth.zoom.us/j/996032181'. A red arrow points to the 'Hi there, Judy Doherty is inviting you to a scheduled Zoom meeting.' text in the meeting body. The window also shows a 'Send' button and a 'Room Finder' link.