ZOOM MEETINGS **ON BEHALF OF OTHERS**

This is a short introduction to scheduling Zoom meetings for another user.

Before you can schedule a Zoom meeting for another user, you will need the user to assign scheduling privileges to you. The first part of this introduction (steps 1-3) is about assigning of scheduling privileges. The last part (steps 4-6) covers scheduling a Zoom meeting on behalf of another user.

1

The user, for whom meetings should be scheduled, has to sign in at zoom.au.dk.

Click **Settings** ❶ in the menu. Then click **Other** ❷ under Meeting.

Note: If the Meeting-submenu is not shown, then scroll down to the heading Other.
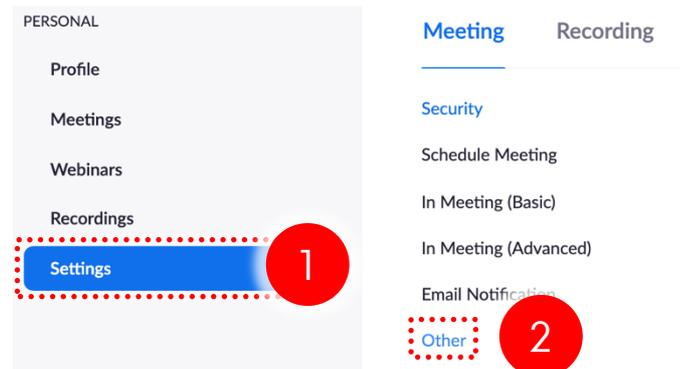
2

In the Other-section you will find Schedule Privilege.
Click on the small ⊞-icon next to **Assign scheduling privilege to** ❶.

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 ⊞ ❶
No one

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Specify the **email adress** ❶ of the person, that you will allow to schedule meeting on your behalf.

Click **Assign** ❷ to save.

Assign scheduling privilege

> example: sales.ea@company.com,marketing.ea@company.co ❶

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

[Assign] ❷

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The user that wants to schedule a meeting on another users behalf, has to be signed in.

Scheduling can be done using:
- The Zoom client app
- On the web: zoom.au.dk
- Through a course in Blackboard.

The only way scheduling on behalf of another user differs from normal meeting scheduling, is that you select for whom you are scheduling. Scheduling through a course in Blackboard is used as an example below.

Access Zoom through the course on Blackboard, where the meeting should be listed.
Click **Schedule a New Meeting** ❶.

All My Zoom Meetings/Recordings   **Schedule a New Meeting**   1

View AU guidelines and support material

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Fill in the form with meeting information and settings as you normally will.
Then click **Advanced Options** ❶ in the bottom of the page.

∨ Advanced Options (Schedule For, Alternative Hosts)

1

Save   Cancel

6

Select the user for whom you want to schedule a meeting under **Schedule For** ❶ and click **Save** ❷.

∧ Advanced Options (Schedule For, Alternative Hosts)

Schedule For   Myself

Alternative Hosts   Example: john@company.com, p...   1

Save   Cancel

2