How to Assign a Scheduler in Zoom

**Step 1:** Log in and navigate to “My Meeting Settings,” in the left menu.

**Step 2:** Scroll down to the bottom of the webpage, until you see the section “Schedule Privilege.” Click on the + sign to add a scheduler.
Step 3: Type in the e-mail of the individual(s) that you would like to be able to schedule meetings on your behalf. When you are done typing in the e-mail address(es), click “Assign.” IMPORTANT: Your scheduler HAS to have a HIPAA-Secure Zoom account managed by the Wyoming Telehealth Network, otherwise they will not be able to schedule your meetings. You can sign up for a no-cost HIPAA-secure Zoom account by going to:

http://www.uwyo.edu/wind/wytn/enrollment.html
Your staff member **will not** get an e-mail or any sort of notification that they have been assigned as a scheduler. Instead, when they go to schedule a meeting in Zoom, they will now have a drop-down box asking if they want to schedule on someone else’s behalf.

For further instructions on how a staff member can schedule an appointment for you (the provider), see the tutorial titled “How to Schedule a Zoom Meeting for Another Provider.”