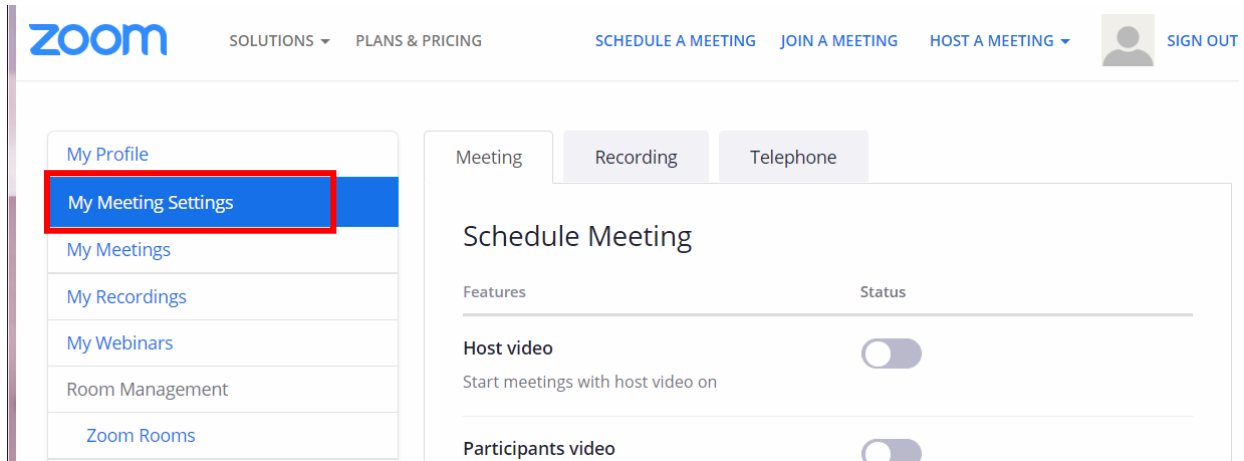
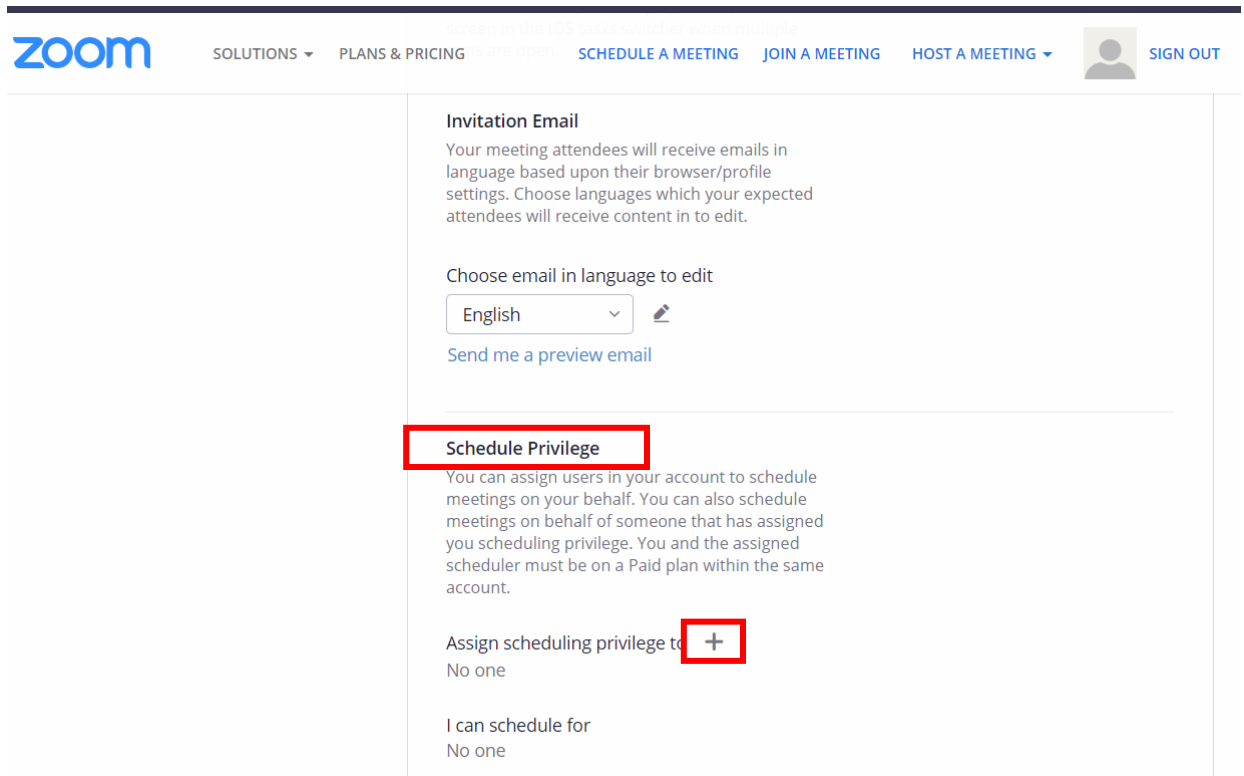


## How to Assign a Scheduler in Zoom

**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.

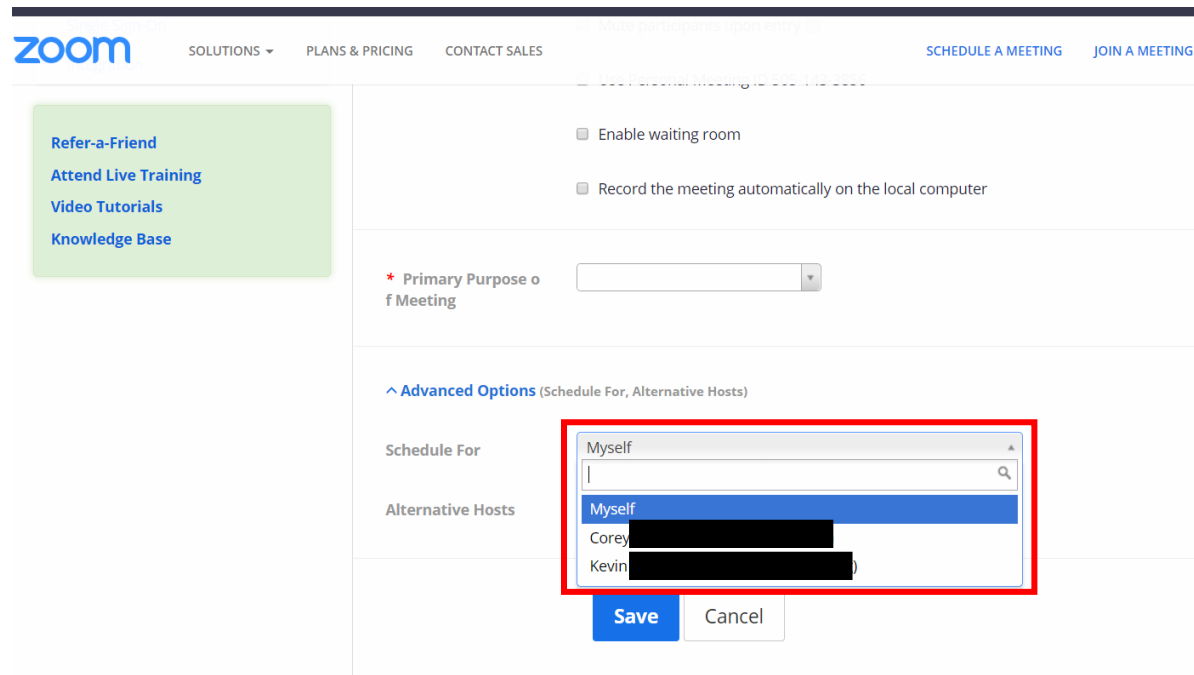


**Step 3:** Type in the e-mail of the individual(s) that you would like to be able to schedule meetings on your behalf. When you are done typing in the e-mail address(es), click “Assign.” **IMPORTANT: Your scheduler HAS to have a HIPAA-Secure Zoom account managed by the Wyoming Telehealth Network**, 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>

The screenshot shows the Zoom web interface with a modal dialog box titled "Assign scheduling privilege". The dialog box contains a text input field with the example text "example: sales.ea@company.com,marketing.ea@company.com". Below the input field, there is a instruction: "Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses." At the bottom of the dialog box, there are two buttons: "Assign" (in blue) and "Cancel" (in white with a grey border). The background of the interface is dimmed, showing the Zoom logo, navigation links (SOLUTIONS, PLANS & PRICING, SCHEDULE A MEETING, JOIN A MEETING, HOST A MEETING), and a user profile icon. Below the dialog box, the "Integration Authentication" section is visible, showing a key and a secret, and a "Regenerate" button.

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.”