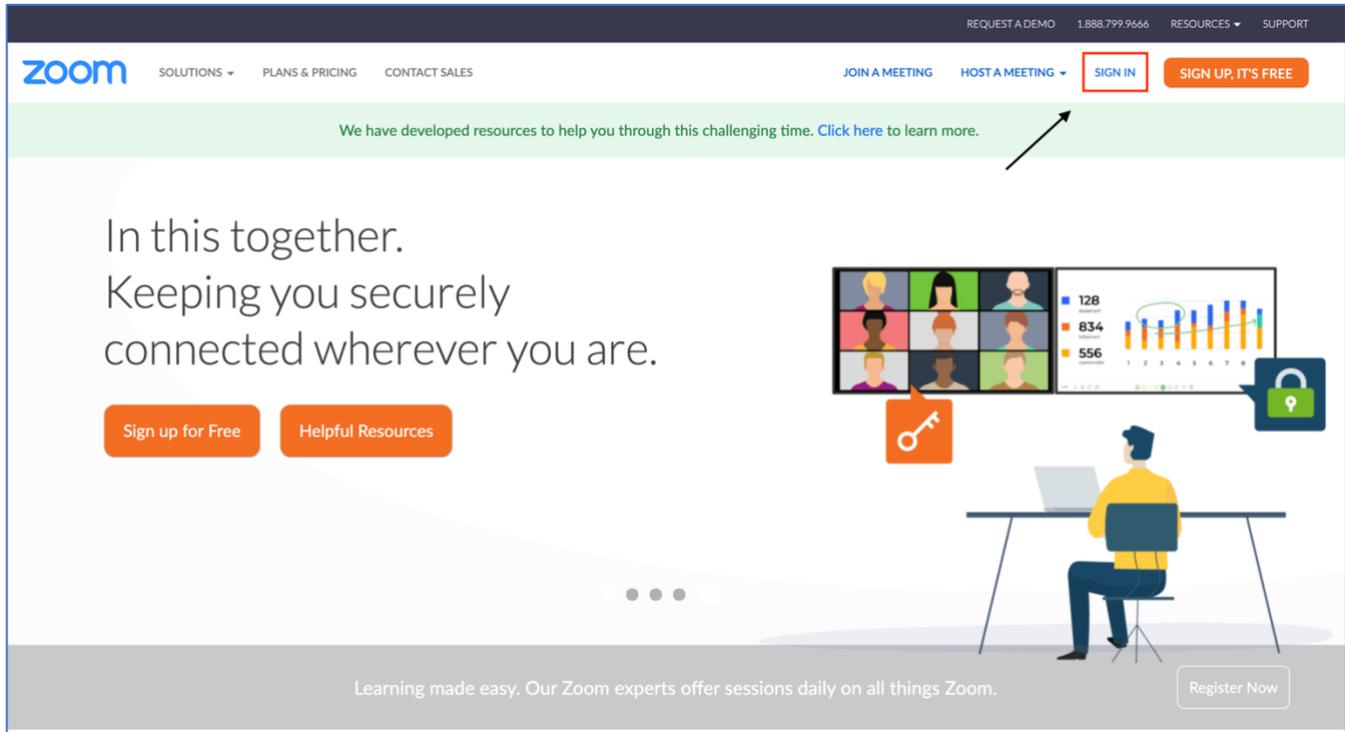


## How to Assign a Scheduler in Zoom

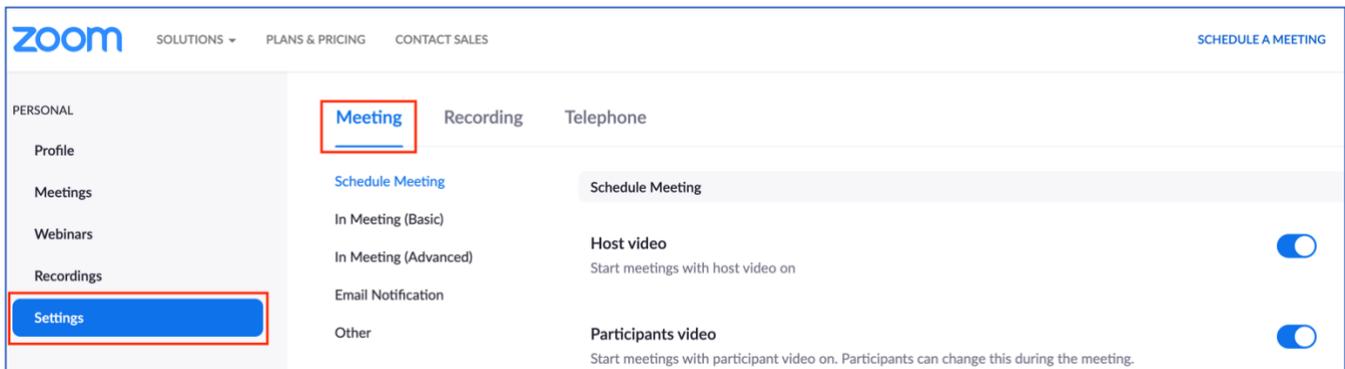
Assigning a scheduler will allow for that individual to schedule Zoom appointments on your behalf. This allows you to maintain a similar workflow to in-person visits.

**\*\*Note:** Assigning a scheduler can only be done in your settings on the [Zoom.us](https://zoom.us) website.\*\*

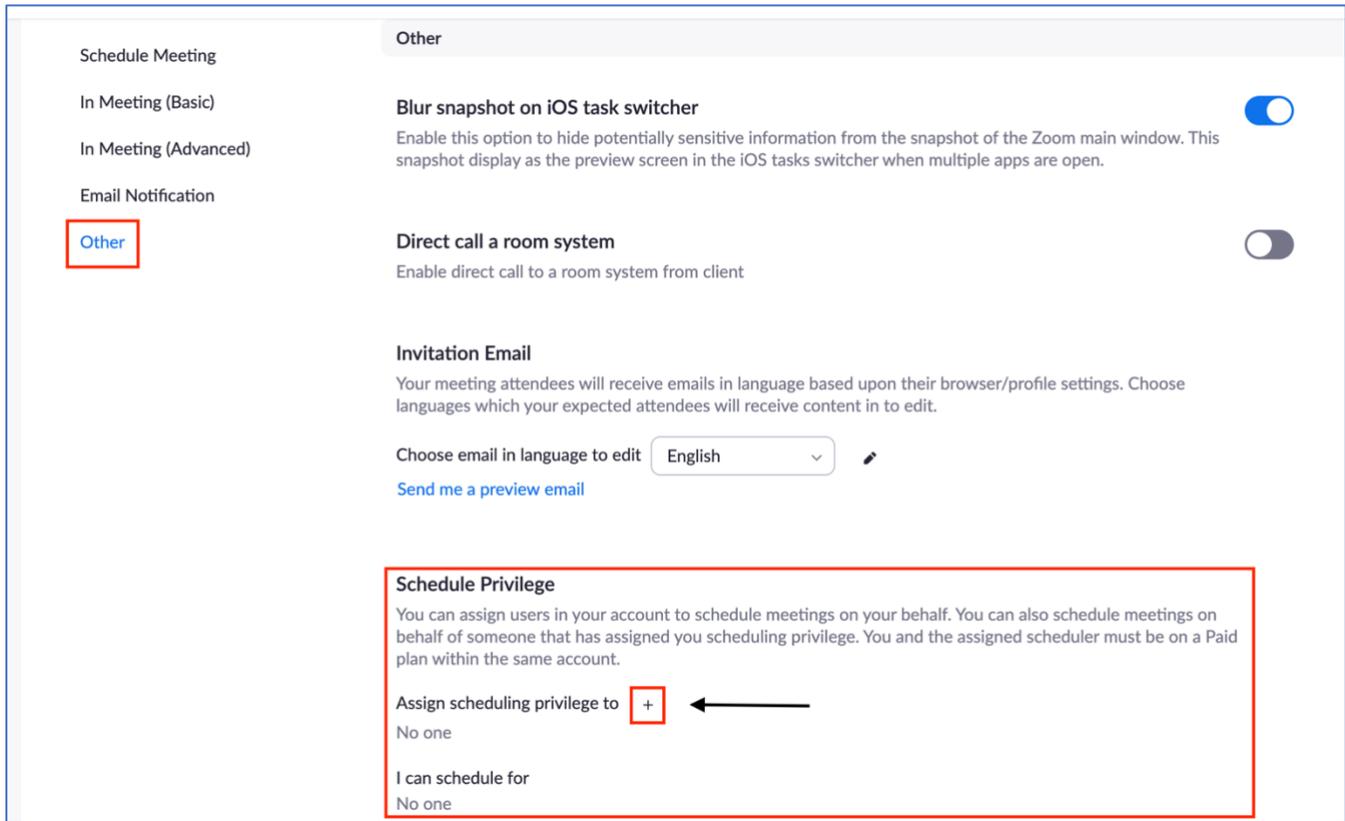
**Step 1:** Log in to your account on [Zoom.us](https://zoom.us).



**Step 2:** Click on “**Settings**” in the menu on the left. Make sure you are in “**Meeting**” settings.



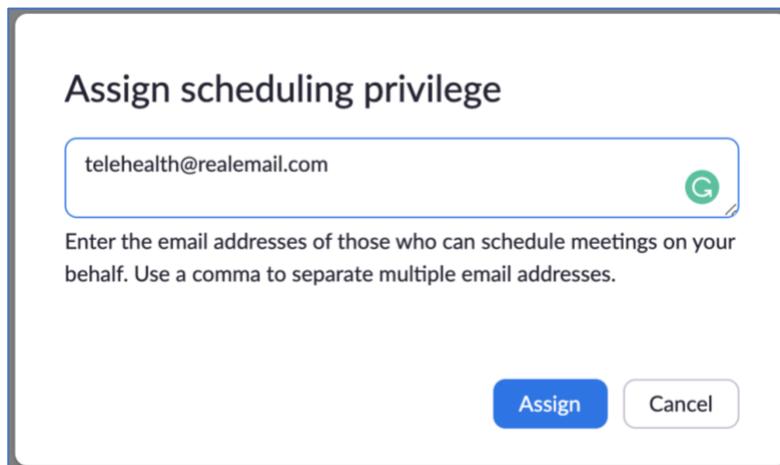
**Step 3:** Scroll down to the bottom of your meeting settings, or click **“Other”**. In this section, you will see **“Scheduling Privilege”**. Click on the **“+”** to assign a scheduler.



The screenshot shows the Zoom meeting settings interface. On the left, a sidebar lists settings categories: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other. The 'Other' category is selected and highlighted with a red box. The main content area is titled 'Other' and contains several settings:

- Blur snapshot on iOS task switcher**: A toggle switch is turned on. Description: Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.
- Direct call a room system**: A toggle switch is turned off. Description: Enable direct call to a room system from client.
- Invitation Email**: Description: Your meeting attendees will receive emails in language based upon their browser/profile settings. Choose languages which your expected attendees will receive content in to edit. Below this is a dropdown menu set to 'English' and a 'Send me a preview email' link.
- Schedule Privilege**: This section is highlighted with a red box. It contains the text: "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." Below this text are two options: "Assign scheduling privilege to" with a red box around a '+' icon and an arrow pointing to it, and "I can schedule for" with "No one" selected.

**Step 4:** Add the email address of the individual you would like to assign as a scheduler for you. You may add more than one individual. You will still be able to schedule your own meetings, if you choose. **Note:** The scheduler has to have an account with the WyTN to assign them as a scheduler. You will receive an error message if they do not have a WyTN Zoom account.



The dialog box is titled "Assign scheduling privilege". It features a text input field containing the email address "telehealth@realemail.com" and a green checkmark icon on the right. Below the input field, the text reads: "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, there are two buttons: "Assign" (in blue) and "Cancel" (in white).



**Step 5:** If the scheduler was successfully assigned, they will appear under **“Assign scheduling privilege to”** in your settings. You may delete or add new schedulers at any time.

This individual may now schedule meetings for you.

The screenshot shows the Zoom settings interface. On the left, a sidebar lists settings categories: Schedule Meeting, In Meeting (Basic), In Meeting (Advanced), Email Notification, and Other (selected). The main content area is titled 'Other' and includes several settings:

- Blur snapshot on iOS task switcher:** A toggle switch that is currently turned on. Description: Enable this option to hide potentially sensitive information from the snapshot of the Zoom main window. This snapshot display as the preview screen in the iOS tasks switcher when multiple apps are open.
- Direct call a room system:** A toggle switch that is currently turned off. Description: Enable direct call to a room system from client.
- Invitation Email:** A section explaining that meeting attendees will receive emails in language based on their browser/profile settings. It includes a dropdown menu set to 'English' and a 'Send me a preview email' link.
- Schedule Privilege:** A section explaining that users can be assigned to schedule meetings on behalf of someone with scheduling privilege. Below this is a section titled 'Assign scheduling privilege to' with a plus sign icon and a greyed-out input field. Below this field, it says 'I can schedule for' followed by 'No one'.

**\*\*For information scheduling a meeting for another user, visit our [Resources](#) page.\*\***

**\*\*For more information from Zoom on assigning another individual as a scheduler for you, click [HERE](#) for a tutorial.\*\***