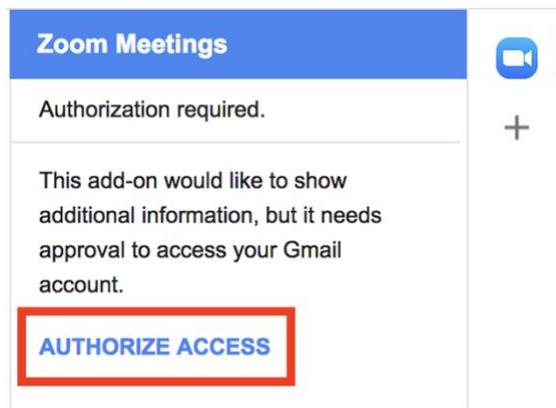


## Zoom Add-on for Google Calendar

### Scheduling on Behalf of Another User

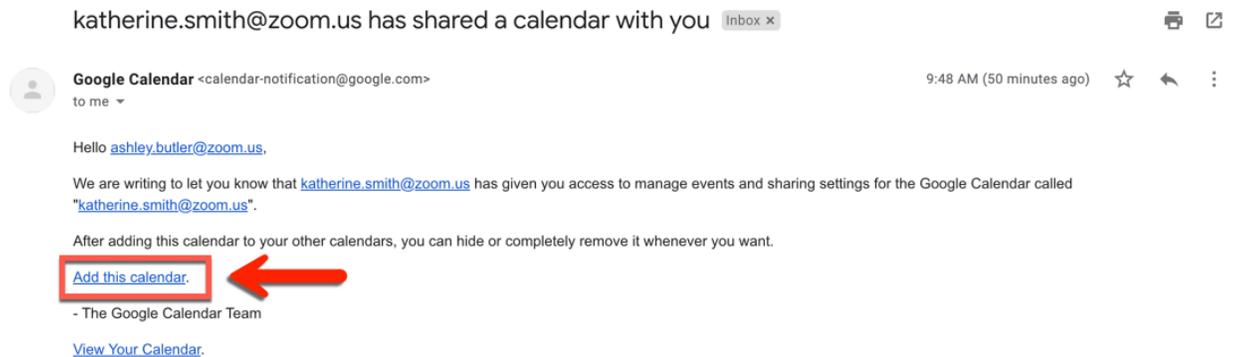
#### Assign Google Calendar Add-on Scheduling to an Executive Assistant

1. **Share your Google Calendar**
  - a. Under **My Calendars** click the [▼] icon next to your calendar.
  - b. Hover over the menu and click **Share this Calendar**.
  - c. Share your Google calendar with your assistant and provide permission to **Make changes to events**.
2. **Assign [Zoom Scheduling Privileges](#)\***
  - a. Log in to your Zoom account at zoom.us.
  - b. Click on **Settings**.
  - c. Scroll down to 'Scheduling Privilege' and click **Add**.
  - d. Input your assistant's email address and click **Assign**.
3. **Install the Zoom Google Calendar Add-on**
  - a. Log in to your Google account, navigate to the [G Suite Marketplace](#), and search for Zoom.
  - b. Click on the Zoom for Google Calendar add-on.
  - c. Click **Install** then **Continue**.
  - d. Review the terms of service and click **Accept**.
  - e. Open Google Calendar and click the Zoom icon  on the right side of the page.
  - f. If this is your first time using the add-on, click **Authorize Access** and follow the prompts to allow Zoom access to your Google account.
  - g. After authorizing access, click **Sign In**.
  - h. A browser window will open, sign into your Zoom account and you will be redirected back to Google Calendar.

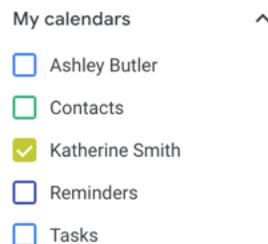


## Scheduling on Another's Behalf Using the Zoom Google Calendar Add-on

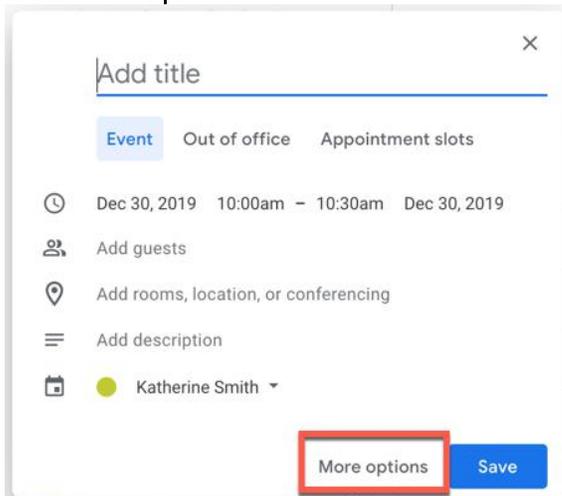
1. You will receive an email notification from Google Calendar when another user has granted calendar access. In the email notification, click **Add this calendar**.



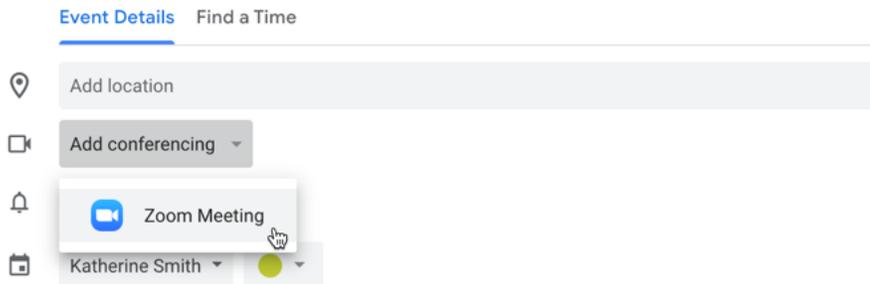
2. Open Google Calendar and click the user's calendar whom you wish to schedule on behalf of.



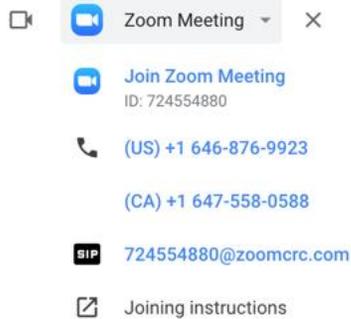
3. With the user's calendar selected, click on a time slot to create a new calendar event on their calendar.
4. Click **More Options**.



5. Enter the meeting details, such as title, location, and guest list.
6. In the **Add conferencing** dropdown menu, click Zoom Meeting.



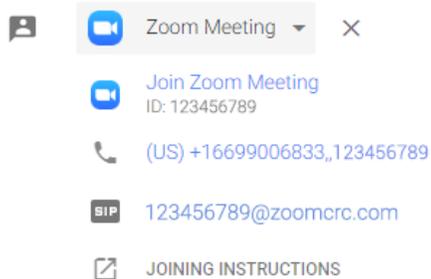
7. The Zoom meeting join details will then display in the conferencing section of the event.



8. Click **Save**.

## Viewing and Starting Meetings

1. Open Google Calendar and click on a Zoom meeting that has been scheduled.



2. Hover over a join option and click the icon to copy the information or click **Join Zoom Meeting** to open Zoom and join the meeting.