# Assigning Microsoft Outlook Scheduling Privilege to an Executive Assistant

1. Establish delegate (read/write) access on the Executive's Outlook calendar.

2. Download and install the Zoom Add-in for Outlook. Instructions to install for all users or for end-user self-install are available here: Zoom for Outlook Add-in (Web and Desktop). The Executive and the Executive Assistant must both install the Outlook Add-in.

Zoom for Outlook
★★★★☆

Add a Zoom meeting to any Outlook calendar event.

May require additional purchase

Add
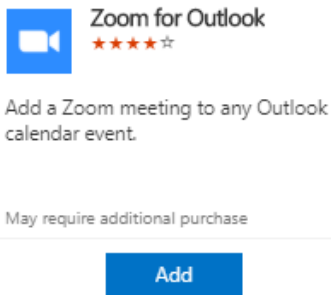
3. Assign Zoom Scheduling Privilege in Zoom.
   This action must be completed by the Executive/Delegate or a Zoom Administrator.

   a. Log into your **Profile** at **zoom.us/signin.**

   b. Select **Settings** from the left menu options.

   c. From meeting settings, scroll down to **Schedule Privilege** and select **Add**.

   d. Add the email address for the user you wish to grant scheduling privilege and select **Assign**.
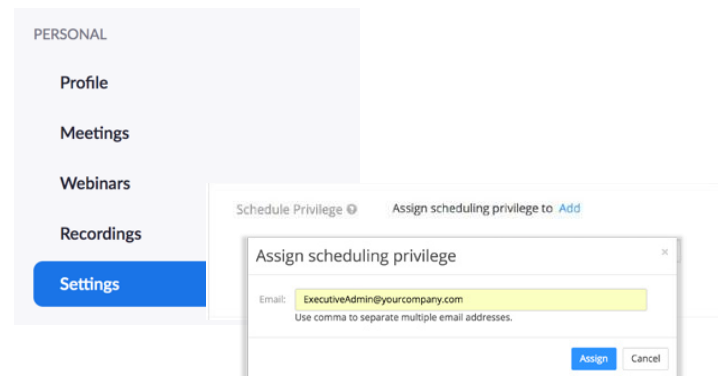
4. Confirm the changes have taken effect.

   a. Sign out and relaunch Microsoft Outlook.

   b. Sign out and relaunch the Zoom Desktop Client. If you do not already have the Zoom Client for Meetings installed, get it here: zoom.us/download

   c. Then, select **Schedule**.
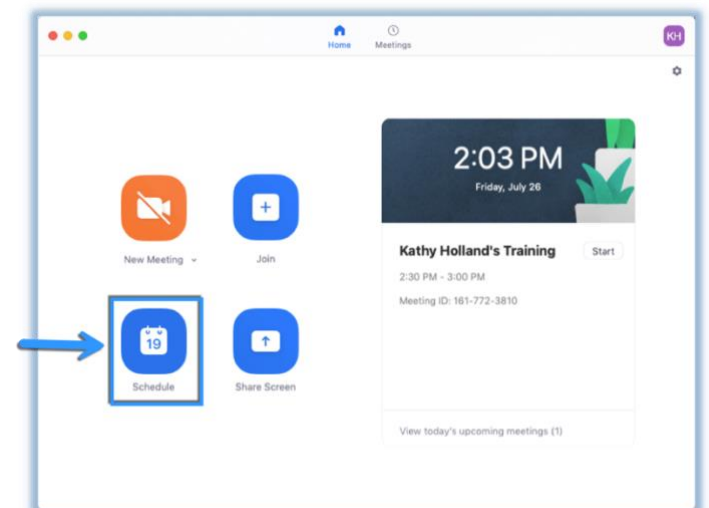
   The Executive must log into the desktop app one time after the plug-in is installed.

d. Under **Options**, select **Advanced Options** to access the **Schedule For** menu.

  i) You should see the names of all executives who have shared their calendars in the dropdown menu.

  ii) If you do not see the appropriate names, contact your internal IT department or Zoom Support to troubleshoot.
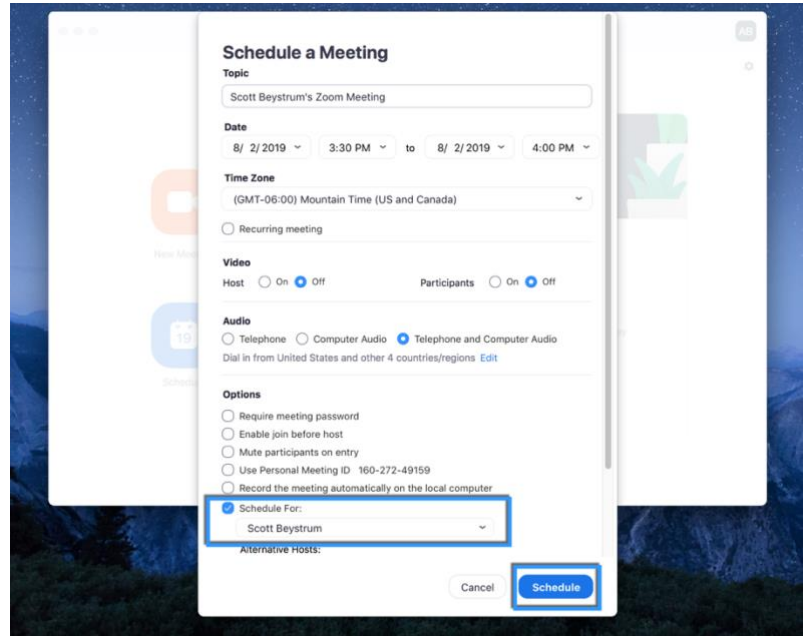
# Scheduling on Another's Behalf Using the Zoom Microsoft Outlook Add-In

1a) Under **My Calendars**, the Executive's calendar should be listed as an option. Enable the viewing of the calendar by checking the corresponding box.
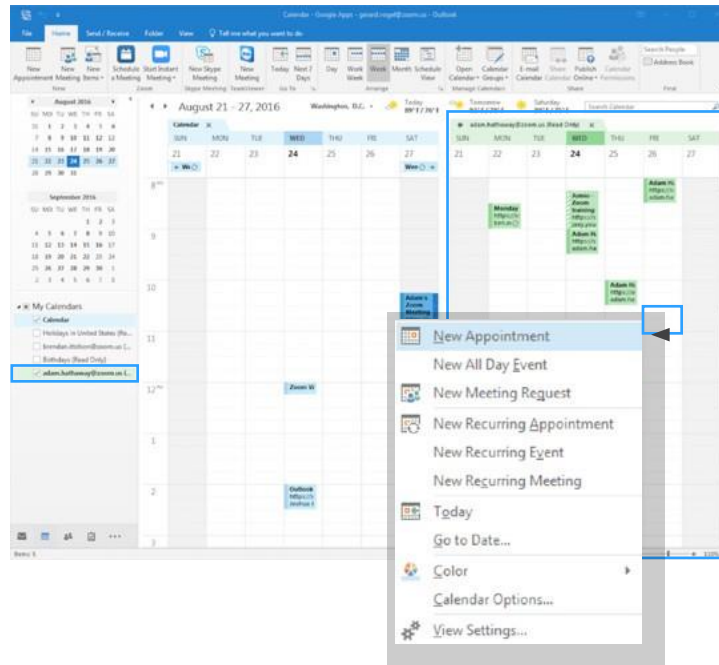

1b) The selected calendar will appear side-by-side with your calendar.

1c) Right click on the date/time desired and select **New Appointment**.

2) Select the **Schedule a Meeting** button to schedule a Zoom meeting and enter the desired settings in the dialogue box that appears. Select **Continue** to complete scheduling.
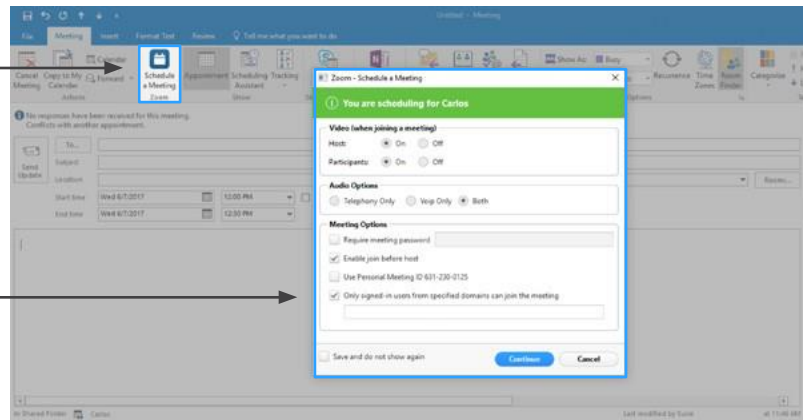
3) Select **Change Settings** to make changes to the meeting set-up, if needed. Select **Continue** to complete scheduling.
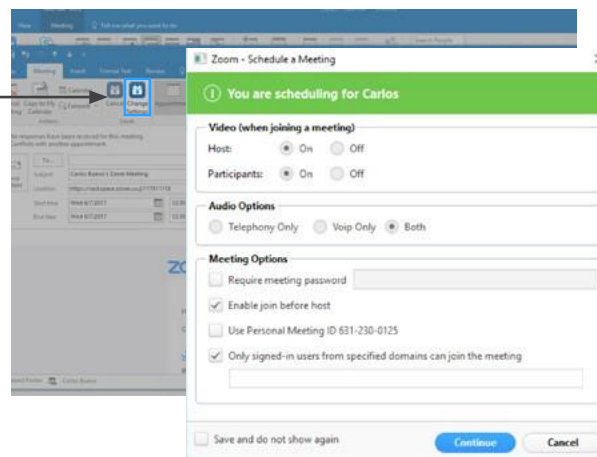
a. Specify if the Host and the Participants will join the meeting with their webcam on or off.

b. Specify which method(s) participants will have to join their audio.

c. Input meeting password, if desired; enable participants to join the meeting, without the host present; use the executive's Personal Meeting ID; make the meeting "internal only" by typing in your company domain(s).