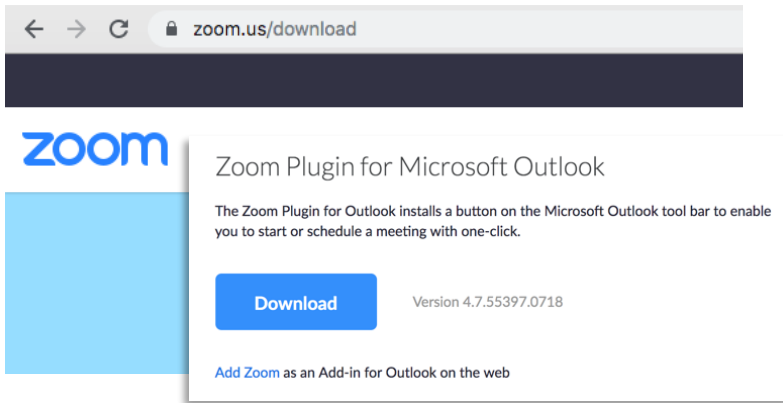


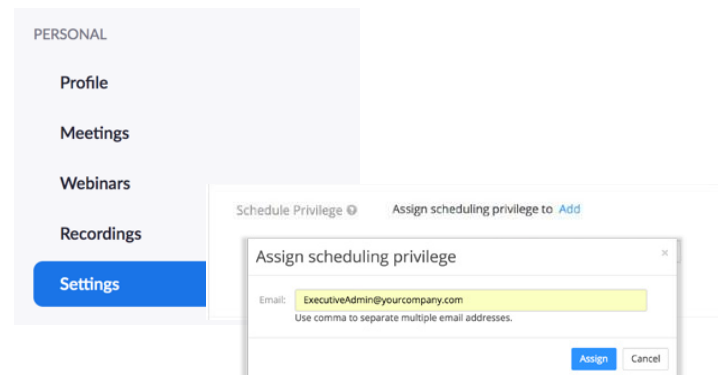
Assigning Microsoft Outlook Scheduling Privilege to an Executive Assistant

1. Establish delegate (read/write) access on the Executive's Outlook calendar.
2. Download and install the Zoom plug-in for Outlook at zoom.us/download. The Executive and the Executive Assistant must both install the Outlook Plug-In.



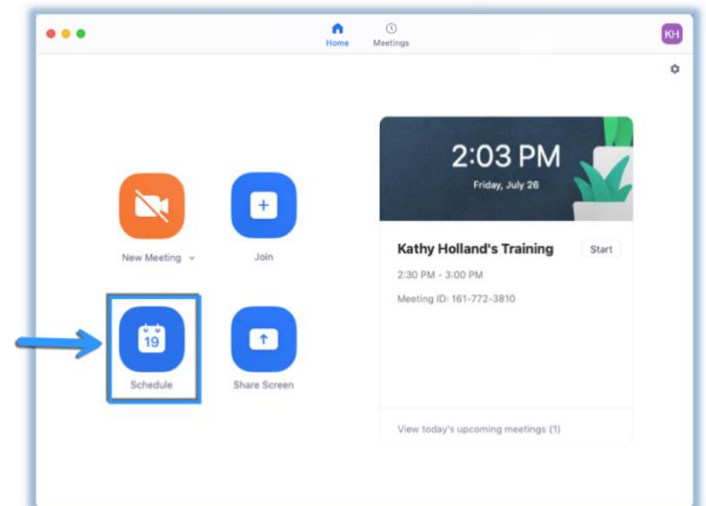
3. Assign Zoom Scheduling Privilege.
This action must be completed by the Executive or a Zoom Administrator.

- a. Log in to 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 and select **Assign**.

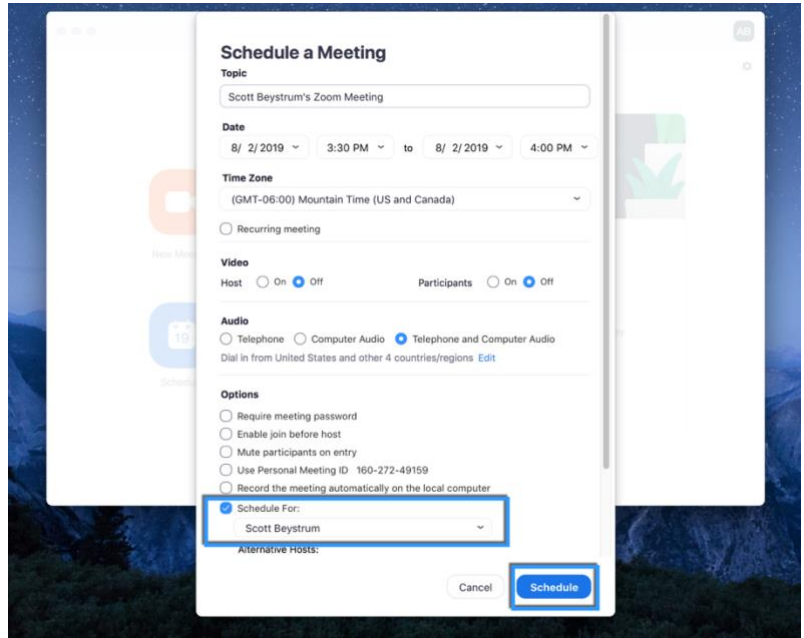


4. Confirm the changes have taken effect.
 - a. Restart Microsoft Outlook.
 - b. Sign out and sign back in to the Zoom Desktop Client. Then, select **Schedule**.

*The Executive must log into the desktop app one time after the plug-in is installed.

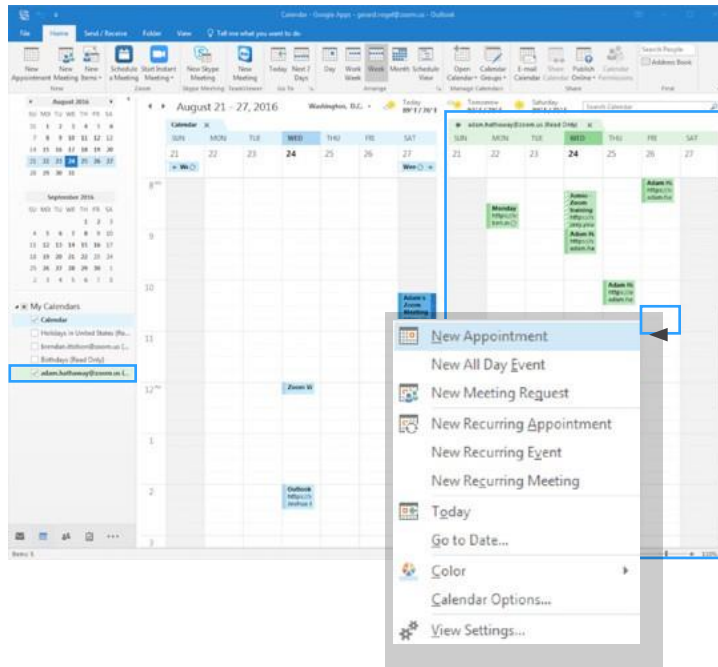


- c. Under **Options**, select **Advanced Options** to access the **Schedule For** menu.
 - i) You should see the names of all executives who have shared their calendars in the dropdown menu.
 - ii) If you do not see the appropriate names, contact your internal IT department or Zoom Support to troubleshoot.



Scheduling on Another's Behalf Using the Zoom Microsoft Outlook Plug-In

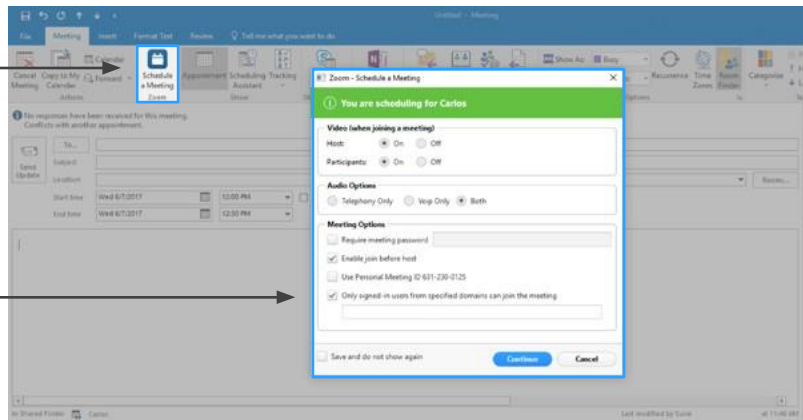
1a) Under **My Calendars**, the Executive's calendar should be listed as an option. Enable the viewing of the calendar by checking the corresponding box. →



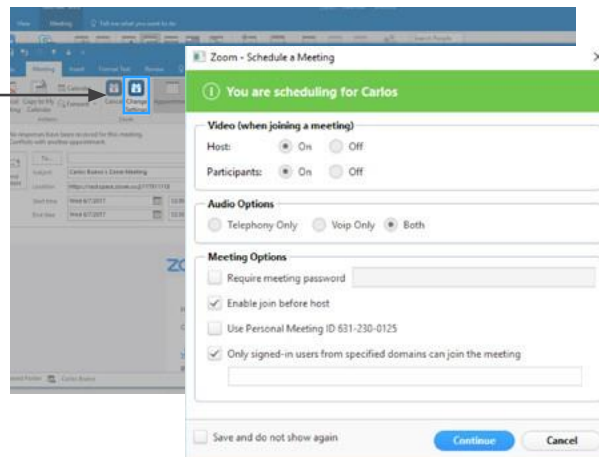
1b) The selected calendar will appear side-by-side with your calendar.

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).