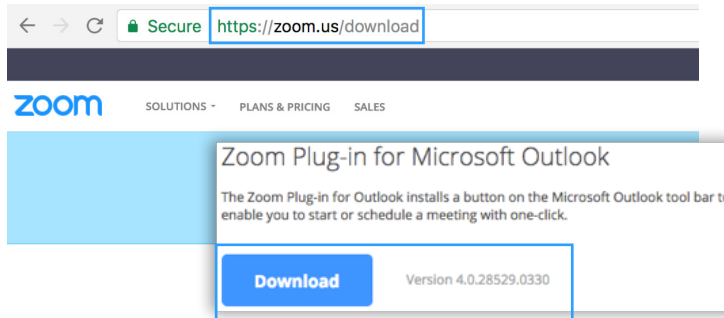


Assign Microsoft Outlook Scheduling to an Executive Assistant

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

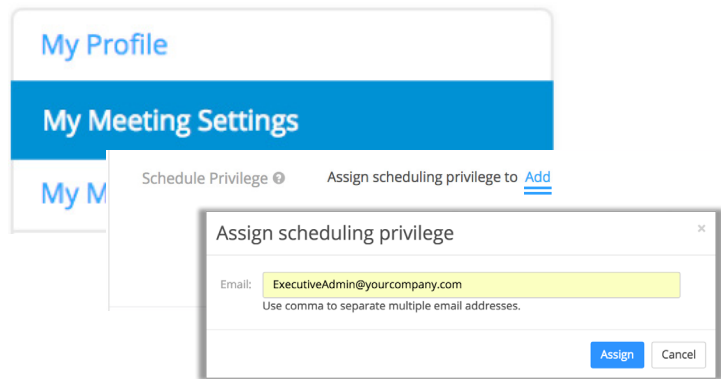
2) Download* the Zoom plugin for Outlook at zoom.us/download



**Both the Executive and the Executive Assistant must download the Outlook Plugin*

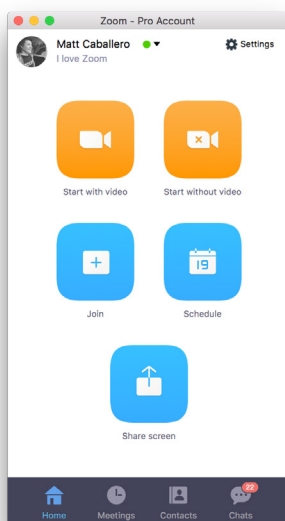
3) Assign Zoom Scheduling Privilege*

- Log into your Profile at zoom.us
- Click on "Meeting Settings"
- Scroll down to "Schedule Privilege" and click "Add"
- Add the email address and click "Assign"



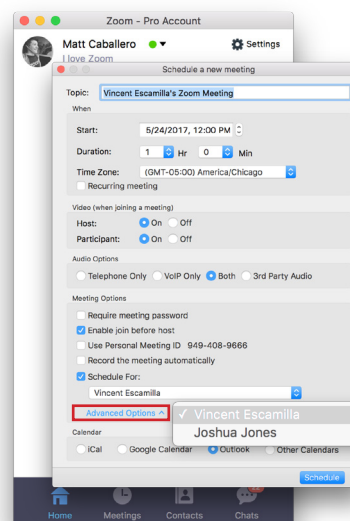
**This action must be completed by the Executive or Zoom Administrator*

4) Confirm the changes have taken effect



- Restart Microsoft Outlook
- Log out and then log back into the Zoom Desktop Client, and then click "Schedule"

**The Executive must log into the desktop app one time after the plugin is installed*



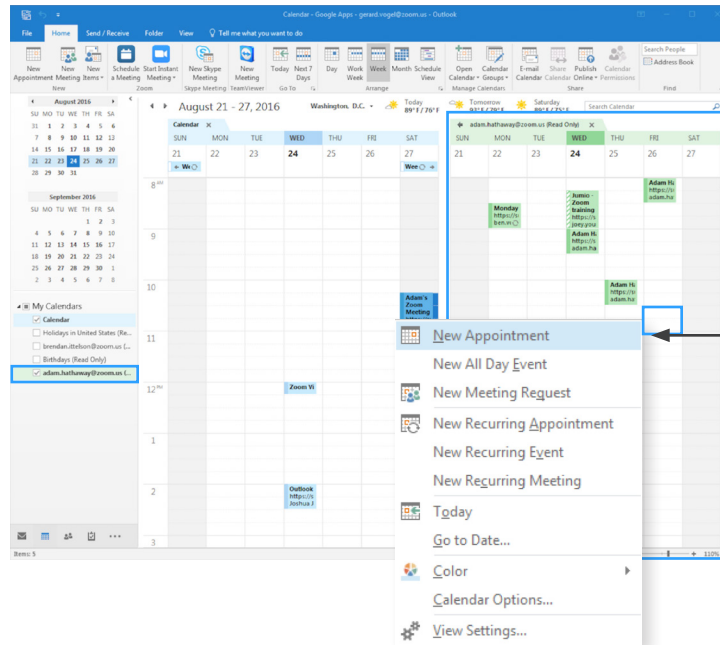
- Expand "Advanced options" to see the "Schedule For:" menu

You should see the names of all executives who have shared their calendars in the drop down menu.

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 Plugin

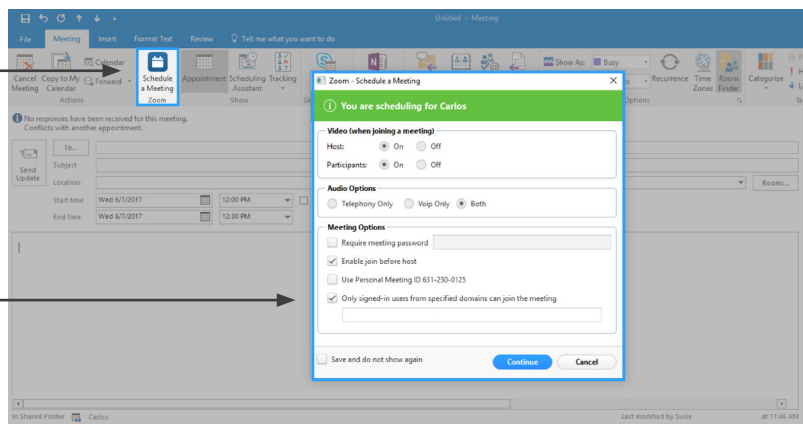
1a) Under "My Calendars," the Executive's calendar should be listed as an option. Enable the viewing of the calendar by checking the corresponding box.



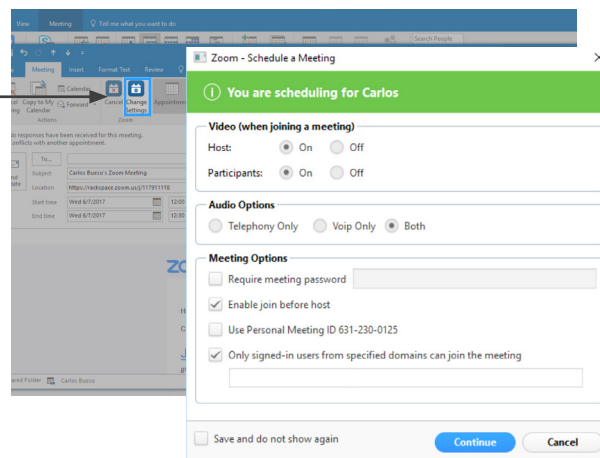
1b) The selected calendar will appear side-by-side with your calendar.

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

2) Click the "Schedule a Meeting" button to schedule a Zoom meeting and enter the desired settings in the dialogue box that appears, click "Continue" to complete scheduling.



3) Click on "Change Settings" to make changes to the meeting set-up, if needed... and click "Continue" to complete scheduling.



a: Determine if the Host and the Participants will join the meeting with their webcam on or off

b: Determine which method(s) participants will be allowed to use 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)