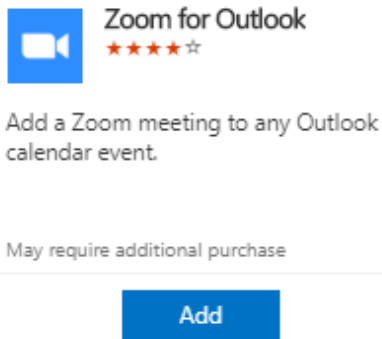


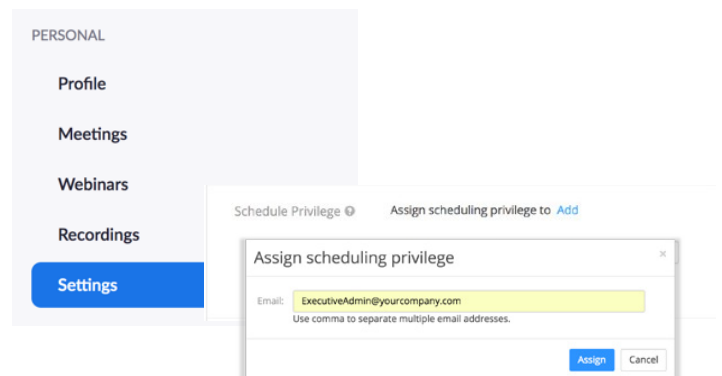
## Assigning Microsoft Outlook Scheduling Privilege to an Executive Assistant

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.



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

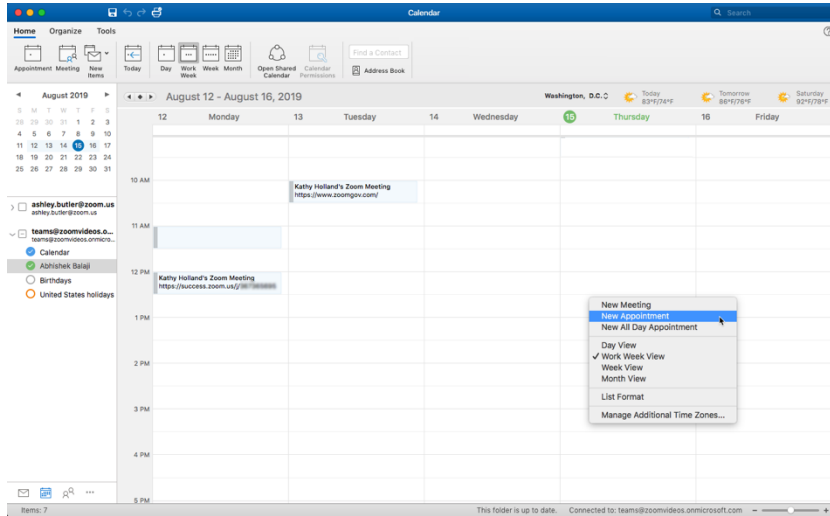
- a. Log into your **Profile** at [zoom.us/signin](https://zoom.us/signin).
- b. Select **Settings** from the left menu options.
- c. From meeting settings, scroll down to **Schedule Privilege** and select **Add**.
- d. Add the email address for the user you wish to grant scheduling privilege and select **Assign**.



4. Confirm the changes have taken effect.
  - a. Sign out and relaunch Microsoft Outlook.
  - b. Sign out and relaunch the Zoom Desktop Client.

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

1a) Under Calendars, select the Executive's calendar who you wish to schedule the appointment for. Enable the viewing of the calendar by checking the corresponding box.



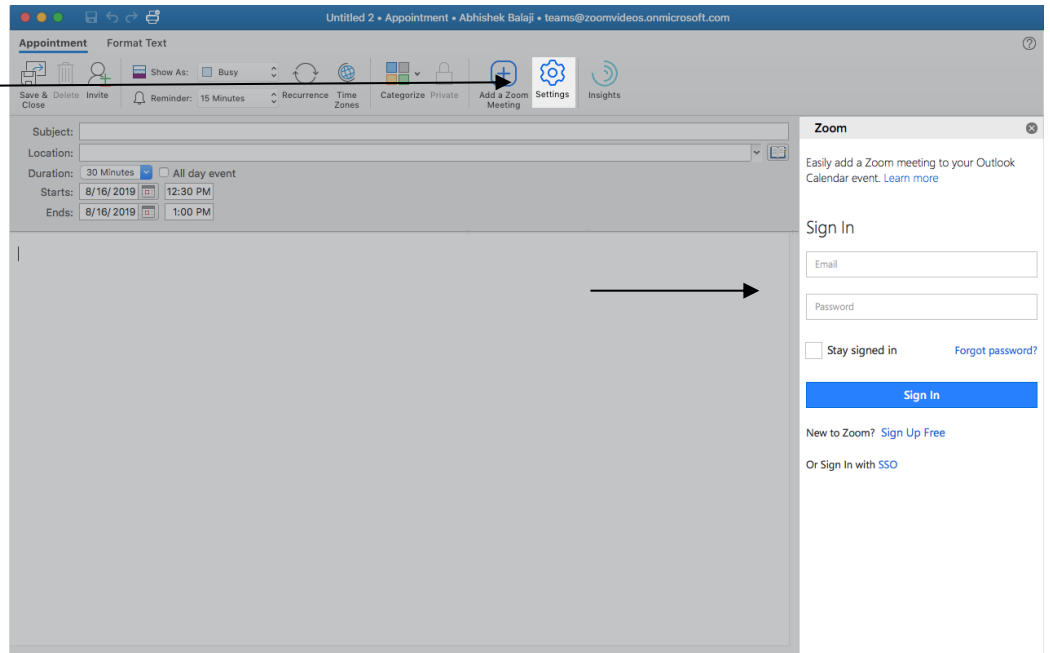
1b) The selected calendar will appear.

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

2) Select the **Settings** button.

Then, **sign-in** to Zoom.

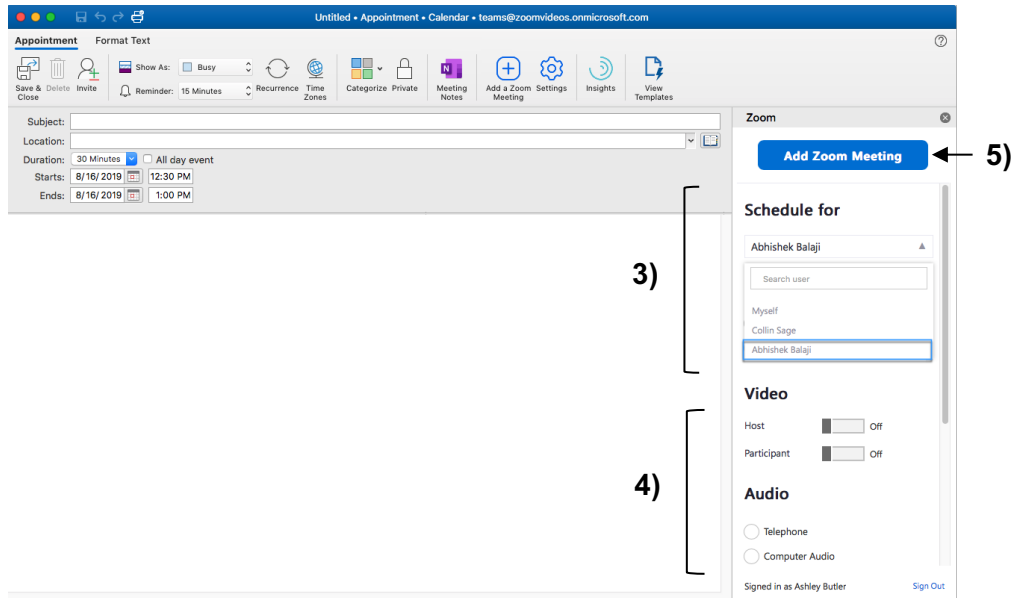
\*If using SSO, enter your company domain when prompted.



3) From the **Schedule For** dropdown menu, select the person you are scheduling the meeting for.

4) Specify your meeting preferences.

5) Select **Add Zoom Meeting**.



6) The meeting agenda will automatically update with Zoom Meeting details.

7) Personalize your subject line, add/invite attendees and send the invitation.

