

# Scheduling meetings for another user (Scheduling Privilege)

## About Scheduling Privilege


Scheduling Privilege is designed so you can:

- Assign a user (or multiple users) to schedule meetings on your behalf.
- Schedule meetings on behalf of a user (or multiple users) that has assigned you Scheduling Privilege.

Users with Scheduling Privilege can manage and act as an alternative host for all meetings.


## Setting up Scheduling Privilege

To set up Scheduling Privilege, follow these steps:

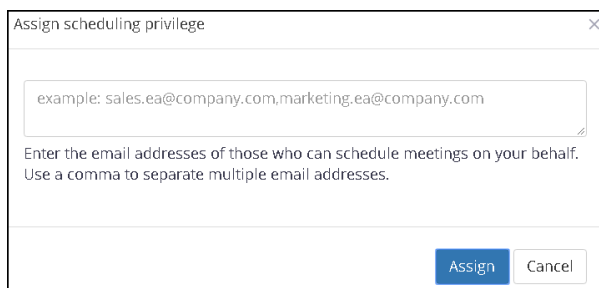
1. Login to <https://bostonchildrens.zoom.us/>
2. Click **Sign In**.
3. Click the Meeting tab on left.
4. From the Meeting Settings tab, scroll down to **Scheduling Privilege**.
5. Click  next to **Assign scheduling privilege to**

### Schedule Privilege

You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigned scheduler must be on a Paid plan within the same account.

Assign scheduling privilege to   
No one

6. Enter the email address of the person you want to grant Scheduling Privilege to, as shown below:




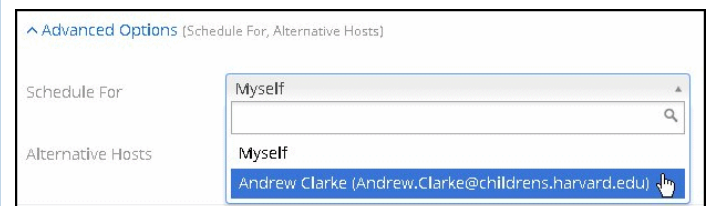
7. Click .

The person you have assigned Scheduling Privilege to can now schedule meetings on your behalf.

## Using Scheduling Privilege

To schedule a meeting using Scheduling Privilege, follow these steps:

1. Login to <https://bostonchildrens.zoom.us/>
2. Click **Sign In**.
3. Click the Meeting tab on left.
4. Click .
5. Scroll down and click **Advanced Options**.
6. Select the person you want to schedule a meeting for, as shown below:



7. Click **Save**.

The person you select will be the Host of the meeting and has full control.