

# Zoom - How do I grant permissions to someone else so they can schedule zoom meetings for me?

It is possible to have someone schedule zoom meetings on your behalf; however, in order to do so you need to grant them permissions first.

**Important:** The user receiving the scheduling privilege must use the same Zoom license and the user granting the privilege.

1. Sign in to the Zoom web portal: <https://ucdavis.zoom.us>
2. In the navigation menu, click **Settings**.
3. Click the **Meeting** tab.
4. Under **Other**, locate **Schedule Privilege**.
5. Next to Assign scheduling privilege to, click **Add**.
6. Under Users, enter a username or email address in the text box.
7. (Optional) Repeat steps 5 and 6 for each person you want to grant access to
8. (Optional) If you would like a user to be able to manage your private events, select the **Can manage my private events** check box.

Note: Users on client versions 5.9.0 or higher will see private events but with details hidden if they are not allowed to manage your private events.

9. Click Save.

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.

Users

Can manage my private events ☒

Enter username or email addresses

☐

Add

Save

Cancel

Source: [Scheduling privilege - Zoom Support](#)

Revision #3  
Created 30 May 2024 22:34:04 by Samuel Tseng  
Updated 3 June 2024 17:48:31 by Samuel Tseng