Setting up scheduling privilege

1. Sign in to the Zoom web portal [https://cornell.zoom.us/](https://cornell.zoom.us/)
2. Click **Settings**.

3. Scroll to the end of the setting webpage and under **Other**, click the plus sign (+) 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
   
   I can schedule for

4. Enter one or more email addresses in the window, separated with a comma.
5. Click **Assign**.