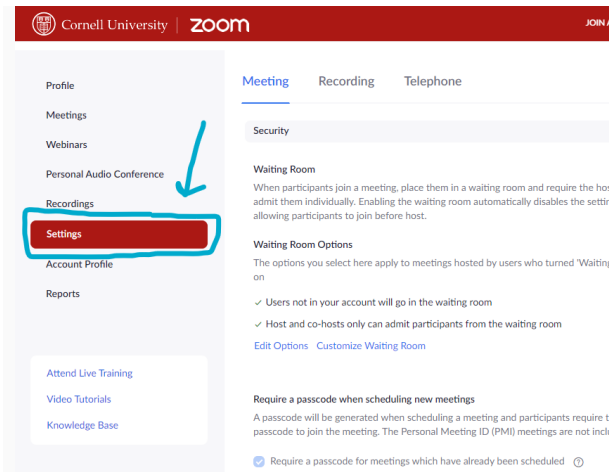
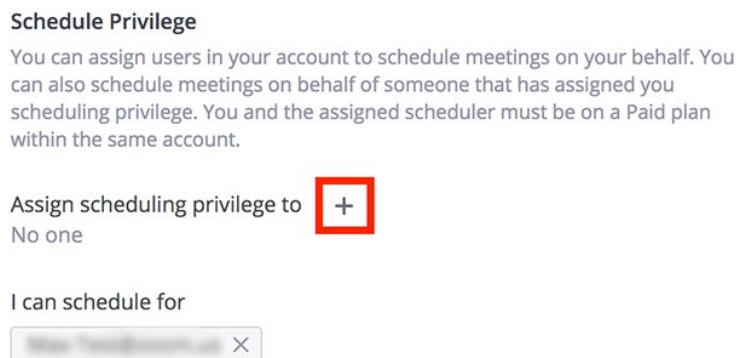


# Setting up scheduling privilege

1. Sign in to the Zoom web portal <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**.



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

