Zoom Scheduling Privileges

You can allow another individual to schedule meetings for you this has to be done via [web browser login](). **Note the user must have a Diné College Licensed Zoom Account**

1. Once logged in on the left-hand side click on settings.
2. Click on other or scroll all the way down
3. Click the + next to assign scheduling privilege to
4. Enter their email address
5. You will have to let the individual know you have granted them power to schedule for you. They will not be notified and the same goes for you if you were given scheduling privileges.
6. At the bottom where you give permission, there is also a spot that shows who you can schedule for