

Zoom: How to schedule a meeting for others - QuickGuide

Summary: This guide assists you with scheduling a Zoom meeting for someone else as their scheduler. If you need to know how to set up a scheduler for yourself or to become a scheduler for someone else please follow this document: [Zoom Scheduler Role Quickguide](#)

How to Schedule a Meeting in Zoom

- **Step 1:** Go to [Zoom.us](https://zoom.us) or open the Zoom app.
- **Step 2:** Sign into your Zoom account.
- **Step 3:** Select **Meetings** in the left menu.
- **Step 4:** Click the blue **Schedule a Meeting** button.

Meetings

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to

- **Step 5:** In the **Schedule For** box, click the arrow and select the Zoom user you are scheduling the meeting for.

Schedule Meeting

Schedule For

- **Step 6:** Set up the rest of the meeting as usual.
- **Step 7:** Under **Options**, click **Show** and enter the email addresses of yourself or anyone else facilitating the meeting (alternate hosts).

Audio ☐ Telephone ☐ Computer Audio ☒ Both

Dial from **United States** 

Options [Show](#)

[Save](#) [Cancel](#)

Additional Resources

- How to set up a [Zoom Scheduler Role Quickguide](#)