

**Andrews University** 

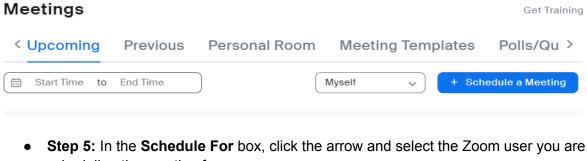




**Summary:** This guide assists you with scheduling a Zoom meeting for someone else as their scheduler. If you need to know how to set up a scheduler for yourself or to become a scheduler for someone else please follow this document: Zoom Scheduler Role Quickguide

## **How to Schedule a Meeting in Zoom**

- **Step 1:** Go to **Zoom.us** 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.

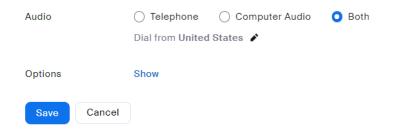


scheduling the meeting for.

## Schedule Meeting



- **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).



## **Additional Resources**

• How to set up a **Zoom Scheduler Role Quickguide**