

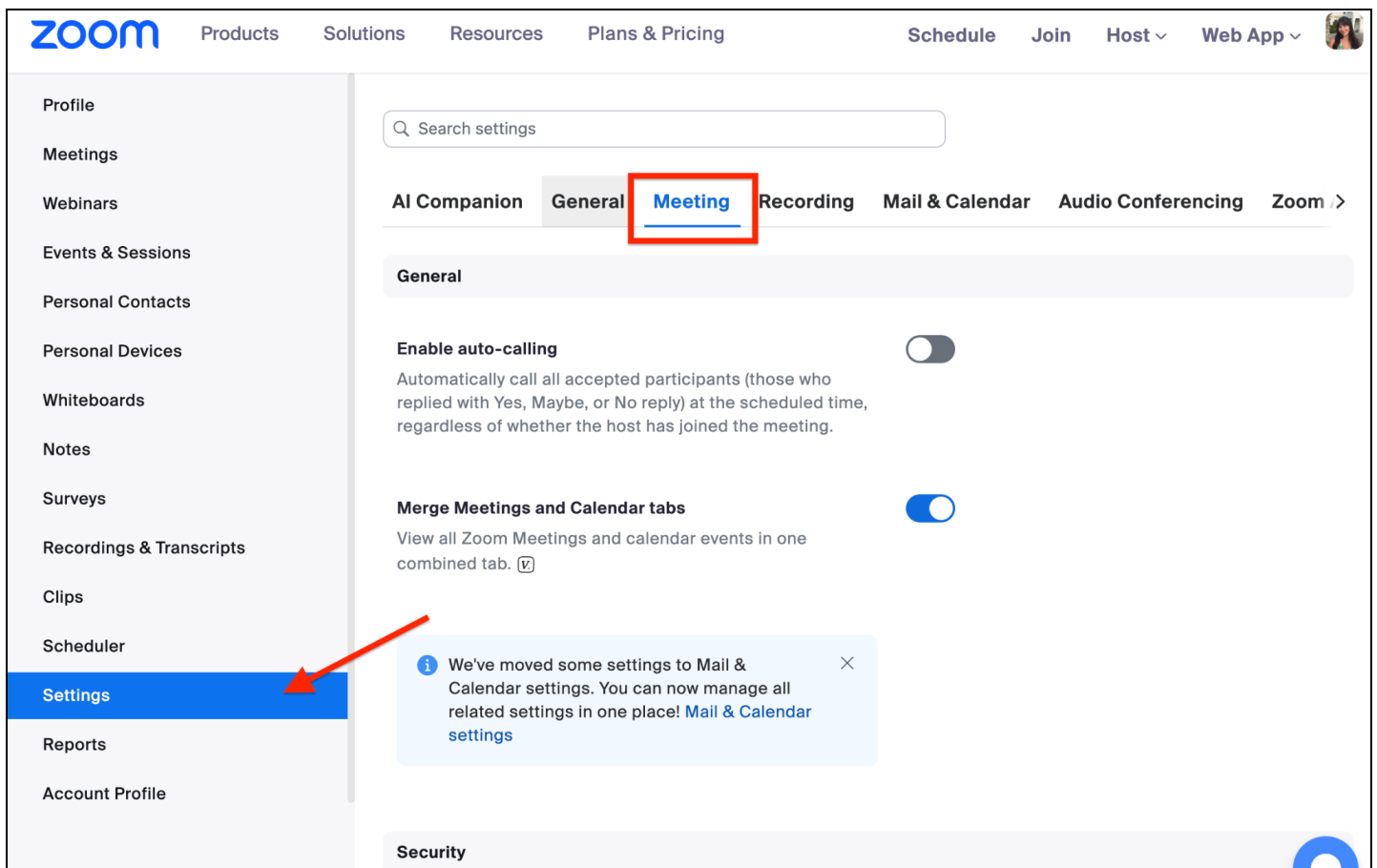
Schedule a Zoom Meeting for Another Host

With Scheduling Privilege, you can allow other users to schedule Zoom meetings on your behalf. You can also schedule meetings on behalf of someone else who has assigned you Scheduling Privilege.

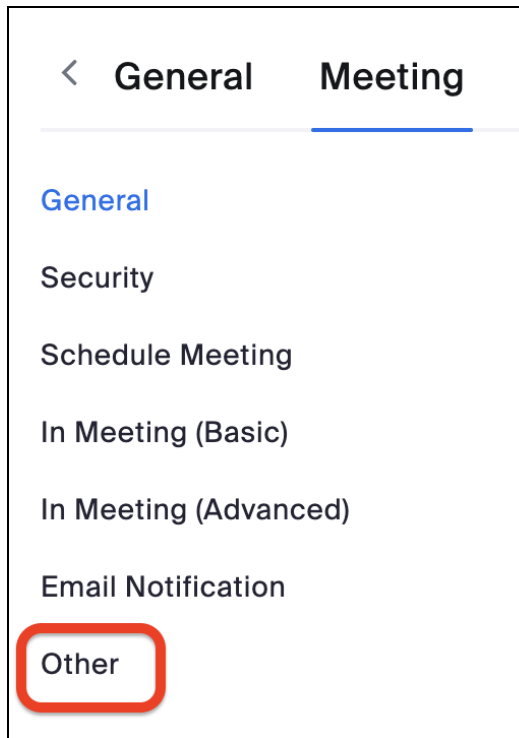
Assigning Scheduling Privilege

You must go through the OU Zoom website.

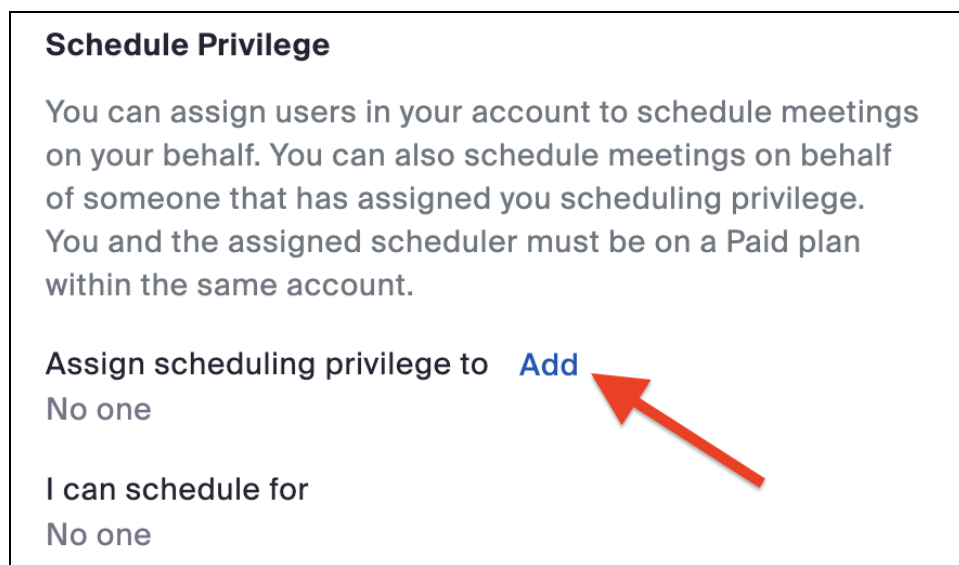
1. Log in to oakland-edu.zoom.us
2. Click **Settings** on the left side menu and then select **Meeting**. Both are shown in the image below.



3. Under the Meetings tab, select **Other** in the menu of sections on the left.



4. This will take you to the **Schedule Privilege** setting.
5. Next to **Assign scheduling privilege to**, click the **Add** button.



6. Enter the OU email address of the person you would like to schedule meetings for you. The person you want to add as a scheduler will need to have logged into Zoom at least once to be added to our OU license. If the scheduler has not done this, Zoom will not allow you to add them to scheduling privilege. If this occurs, ask the desired scheduler to go to oakland-edu.zoom.us and login with SSO. Then you will be able to add them as a scheduler. To add more than one user, you can click **Add** again as shown in the image below.

Users

Can manage my private events

Emily Tank		
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[Add](#)

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

7. Click **Save**.

NOTE: When you designate a person to have Scheduling Privilege in your account, they will not get an email notification about this. You will need to inform them that they now have Scheduling Privilege to schedule Zoom meetings on your behalf.

Additional Notes on Scheduling Privilege

- When someone with Scheduling Privilege schedules a meeting for you (the host), you will get an email notification with the meeting details. The person with Scheduling Privilege will not.

zoom

Hi [redacted]

[redacted] (@oakland.edu) scheduled a Zoom meeting for you. As a host, you have the ability to start and end the meeting.

Meeting Topic: Test Meeting

Meeting Time: Sep 30, 2020 11:30 AM Eastern Time (US and Canada)

[Join Zoom Meeting](#)

Passcode: 708218

Phone one-tap: US: [redacted] #

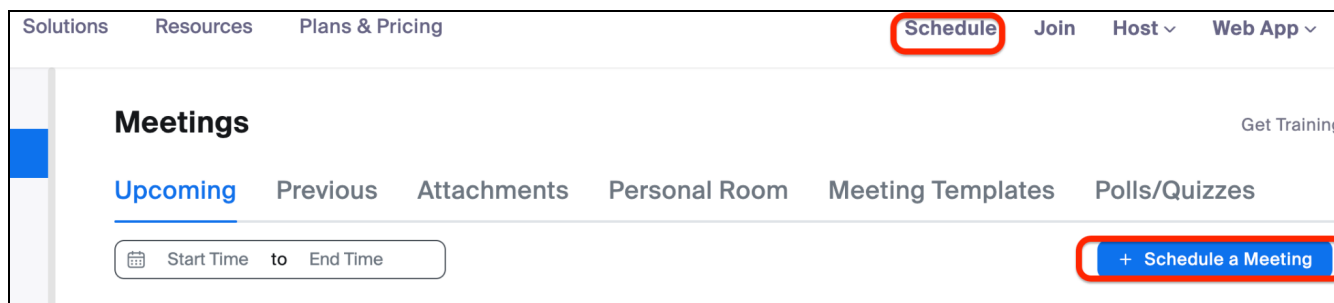
Meeting URL: [https://oakland-edu.zoom.us/\[redacted\]](https://oakland-edu.zoom.us/[redacted])

- The person with Scheduling Privilege is automatically designated as a co-host for that meeting, meaning they have some (but not all) host privileges, whether they attend the meeting or not. To learn more about the different roles and privileges, you can read Zoom's documentation on [roles in a meeting](#).

Scheduling a Meeting for Another Host

OU Zoom Website

1. Once you have been assigned Scheduling Privilege, go to oakland-edu.zoom.us and sign in with your OU NetID
2. Click **Schedule** at the top right of the screen or **Schedule a Meeting** under the Meetings tab.



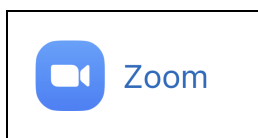
3. Fill out the meeting details
4. By **Schedule For**, select the person you want to schedule a meeting for. The default will be Myself. Only users who have assigned you Scheduling Privilege will appear in these options.

A screenshot of the 'Schedule For' dropdown menu. The label 'Schedule For' is on the left. The dropdown menu is open, showing 'Myself' as the selected option. Below it, there is a search bar with a magnifying glass icon. Below the search bar, there is a list of options, with 'Myself' highlighted in blue. Below the list, there is a 'Meeting ID' field with a blacked-out ID and an email address ending in '@oakland.edu'.

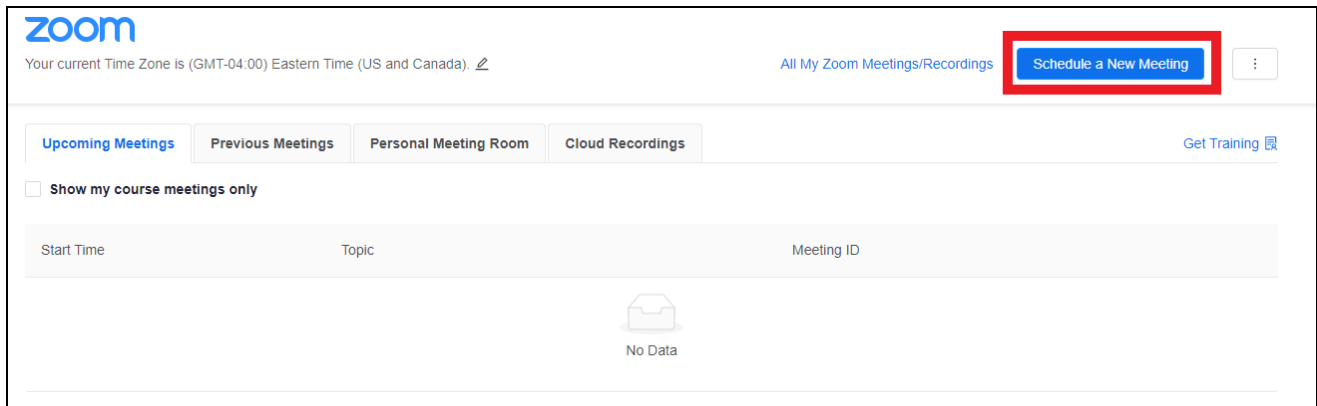
5. Click **Save**

Moodle

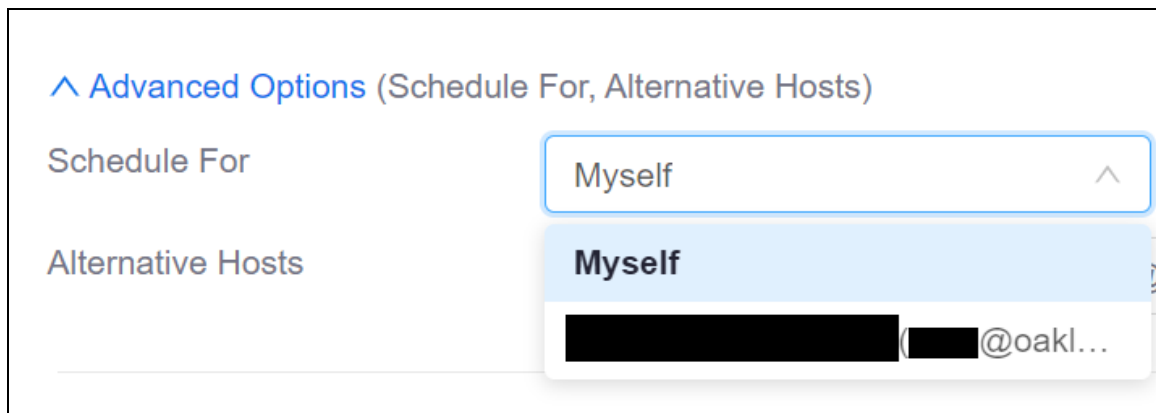
1. Once you have been assigned Scheduling Privilege, open the Moodle course you want to schedule a meeting in, then open the **Zoom** activity link



2. Click **Schedule a New Meeting**



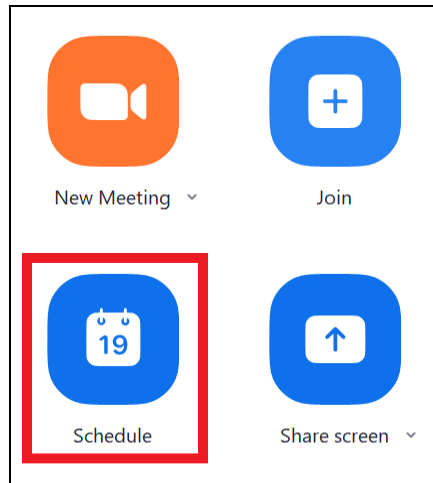
3. Fill out the meeting details
4. Click **Advanced Options**
5. By **Schedule For**, select the person you want to schedule a meeting for. The default will be Myself. Only users who have assigned you Scheduling Privilege will appear in these options.



6. Click **Save**

Desktop App

1. Once you have been assigned Scheduling Privilege, open the Zoom Desktop app and sign in with your OU NetID
2. Click **Schedule**



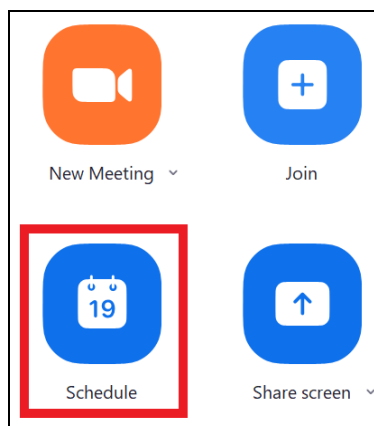
3. Fill out the meeting details
4. Under **Schedule For**, select the person you want to schedule a meeting for. The default will be Myself. Only users who have assigned you Scheduling Privilege will appear in these options.

A screenshot of the 'Schedule for' dropdown menu in the Zoom app. The title 'Schedule for' is in bold black text at the top left. Below it is a white dropdown menu with a downward arrow on the right, currently displaying 'Myself'. A blue horizontal bar highlights the 'Myself' option. Below the bar, a list of other users is visible, with the first one partially obscured by a black redaction box, followed by an email address ending in '@oakland.edu'.

5. Click **Save**

Mobile App

1. Once you have been assigned Scheduling Privilege, open the Zoom Mobile app and sign in with your OU NetID
2. Click **Schedule**



3. Fill out the meeting details
4. Click **Advanced Options**
5. Under **Schedule For**, select the person you want to schedule a meeting for. The default will be Myself. Only users who have assigned you Scheduling Privilege will appear in these options.
6. Click **Save**

Scheduling Alternatives

In addition, there are alternatives to giving someone Scheduling Privileges if you would like someone to schedule meetings on your behalf.

Passing Host Controls

Ask someone else to schedule and start a meeting, which makes them the host. That person can invite you as a participant, [pass Host controls](#) to you during the meeting, and then leave. The original host can reclaim those privileges if they need to, even if they temporarily leave and re-enter the meeting. This method requires the original host to be present to start the meeting.

Alternative Hosts

Ask someone else to schedule the meeting and add you as an [alternative host](#) before the meeting starts. This will allow you to start the meeting yourself. However, in addition to being able to start the meeting, you will only have [co-host privileges](#).

Co-hosts

Ask someone else to schedule and start a meeting, which makes them the host. That person can invite you as a participant and promote you to [co-host](#) during the meeting. This will give you some (but not all) host privileges. Co-hosts cannot start meetings scheduled by the host. Co-hosts cannot be assigned ahead of time. The host has to promote a participant to co-host during the meeting. This method requires the person who scheduled the meeting to be present for the entire meeting.

To learn more about these alternative roles and their specific privileges, you can read Zoom's documentation on [roles in a meeting](#).