

## Assigning scheduling privileges to another user

### Purpose

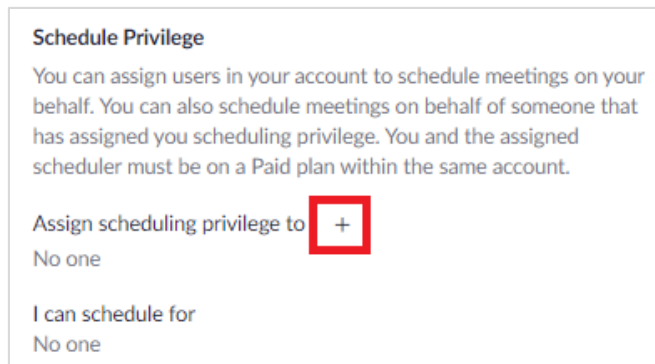
- Assign or delegate a user or multiple users in your account to schedule virtual health visits on your behalf, e.g. provider assigns scheduling privilege to those supporting scheduling.
- Allow users with scheduling privilege on your account to manage and act as an alternative host for all virtual health visits.
- Alternative hosts can:
  - Start the virtual health visit on behalf of the main host
  - Admit participants from the waiting room into the virtual health visit

### Requirements

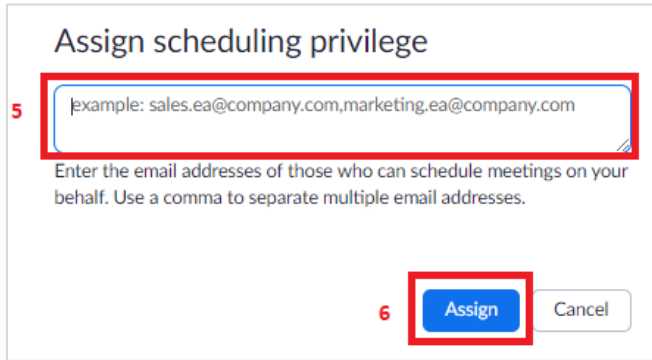
- The user assigning privileges and user receiving privileges must have an account provisioned under Zoom for Virtual Health Visits instance.
- Use the web browser version of Zoom to assign scheduling privileges. This cannot be done through the desktop application or mobile app.

## Assigning scheduling privileges to someone else

1. Sign into your Zoom for Virtual Health Visits account on the web browser - <https://zoom.us/>
2. Click **Settings**.
3. Scroll to **Schedule Privilege**.
4. Click the + sign next to **Assign scheduling privilege to**.



5. Enter one or more email addresses in the window, separated with a comma.
  - If scheduling privileges cannot be assigned, an error message will appear.
6. Click **Assign**.



**Assign scheduling privilege**

5

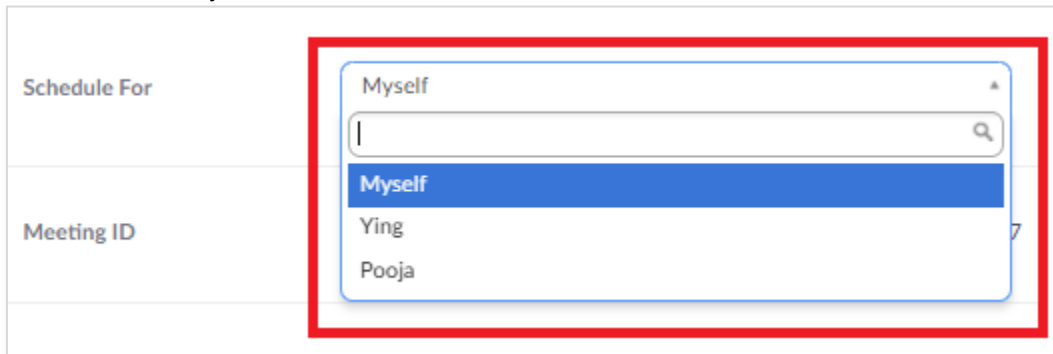
Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses.

6

The user with newly assigned privileges needs to sign out of their account on the web browser and desktop client and sign in again before they are able to schedule for someone else.

## Scheduling a virtual health visit on behalf of someone else

1. Look for the **Schedule For** section when scheduling a virtual health visit.
2. Select the user you want to schedule on behalf of.



Schedule For

Meeting ID

Myself

Myself

Ying

Pooja

3. Finish the remaining scheduling activities for the virtual health visit, e.g. inviting participants.