

## Assigning scheduling privileges to another user in Zoom for Healthcare

### Purpose

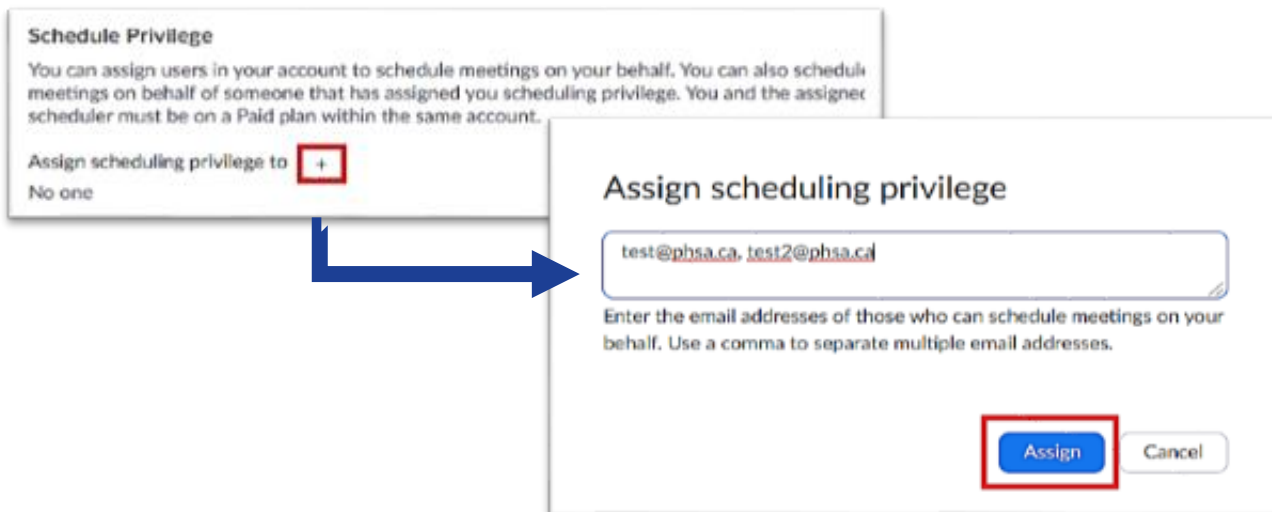
- Assign or delegate a user or multiple users in your account to schedule Virtual Health Visit webinar and meetings on your behalf, e.g. provider assigns scheduling privilege to their clerk.
- Allow users with scheduling privilege on your account to manage and act as an alternative host for all Virtual Health Visit webinars and meetings.

### Requirements

- The user assigning privileges and user receiving privileges must have a Zoom for Healthcare account provisioned by PHSA.
- Use the **web browser** version of Zoom to assign scheduling privileges. This cannot be done through the desktop client or mobile app.

### Assign scheduling privileges to another user

- Sign into your Zoom for Healthcare account on the web browser - <https://zoom.us/>
- Click **Settings**.
- Click **Other**.
- Under **Scheduling Privilege**, click+ sign next to **Assign scheduling privilege to**.
- Enter one or more email addresses in the window, separated with a comma.
- Click **Assign**.



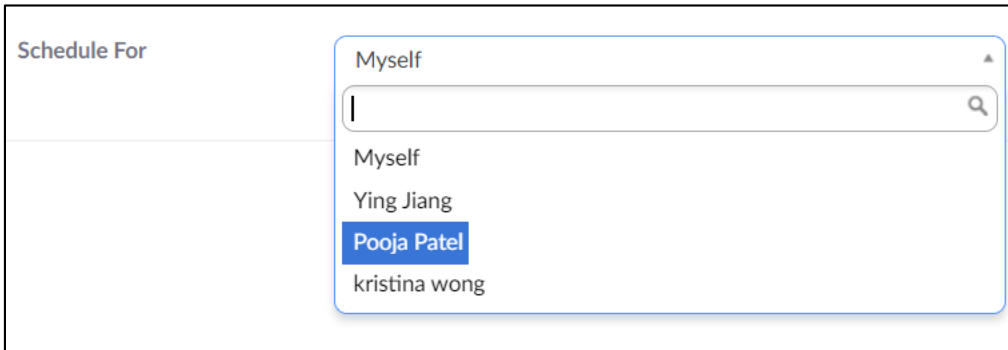
The screenshot shows two overlapping dialog boxes. The top-left dialog is titled "Schedule Privilege" and contains the text: "You can assign users in your account to schedule meetings on your behalf. You can also schedule meetings on behalf of someone that has assigned you scheduling privilege. You and the assigner scheduler must be on a Paid plan within the same account." Below this text is a label "Assign scheduling privilege to" followed by a red-bordered box containing a plus sign (+) and the text "No one". A blue arrow points from this plus sign to the second dialog box. The second dialog box is titled "Assign scheduling privilege" and contains a text input field with the email addresses "test@phsa.ca, test2@phsa.ca". Below the input field is the instruction: "Enter the email addresses of those who can schedule meetings on your behalf. Use a comma to separate multiple email addresses." At the bottom right of this dialog are two buttons: "Assign" (highlighted with a red border) and "Cancel".

The user with newly assigned privileges will need to sign out of Zoom and sign in again before they will be able to schedule for someone else, e.g. the clerk will need to sign out and back in to Zoom to schedule on behalf of a provider.

If scheduling privilege cannot be assigned, you will receive an error message.

## Schedule a webinar or meeting on behalf of someone else

1. When scheduling a new webinar or meeting, look for the **Schedule For** section.
2. Select the user you want to schedule on behalf of.



Schedule For

Myself

Myself

Ying Jiang

**Pooja Patel**

kristina wong