
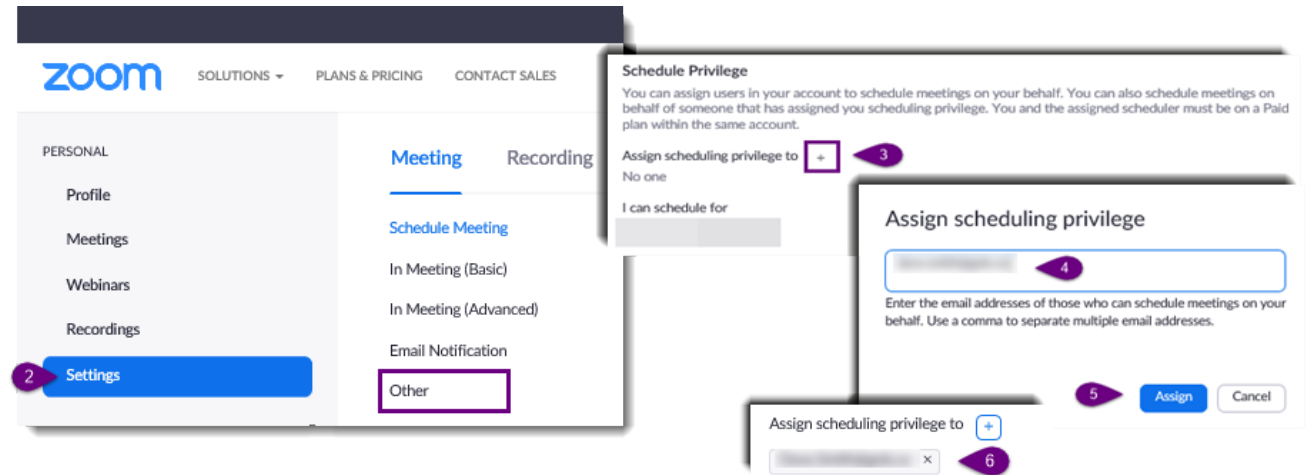


## Zoom Meeting Quick Reference – Scheduling on Behalf of Another User

*Note: Both users are required to be licensed users in order to delegate scheduling privileges.*

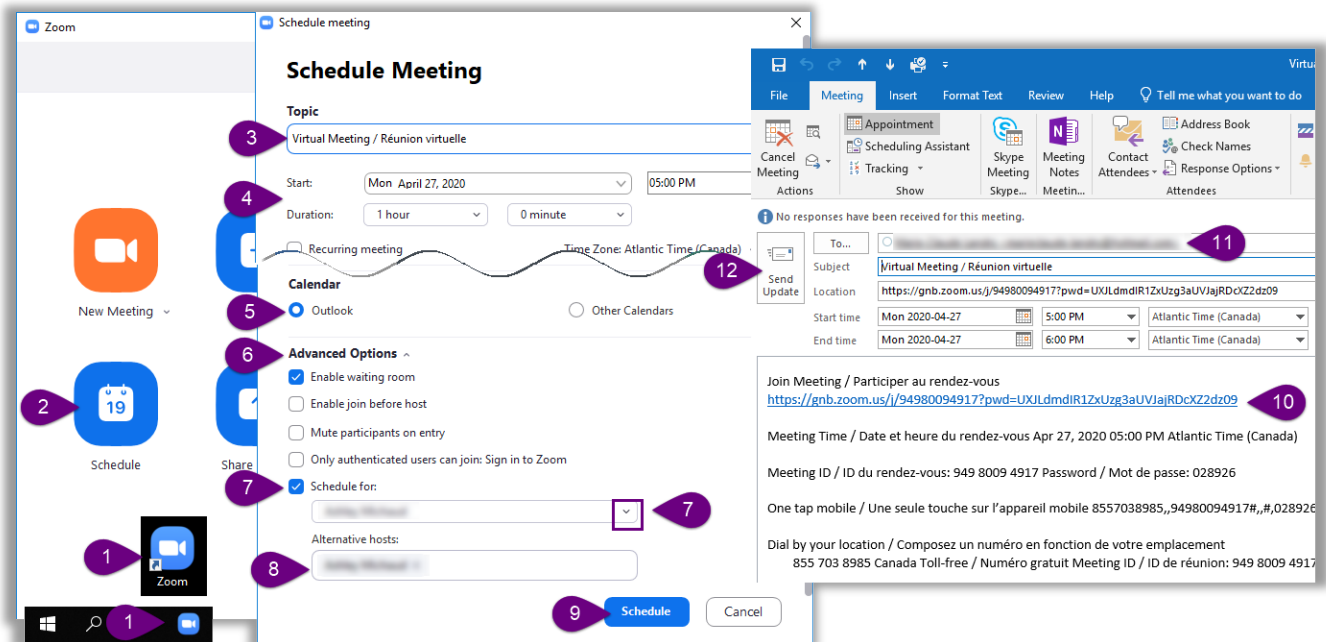
### Delegating scheduling privileges

1. Go to [gnb.zoom.us](https://gnb.zoom.us) and sign in.
2. Click on **Settings** and **Other**. Scroll down to *Schedule Privilege*.
3. Click the  sign to open the *Assign scheduling privilege* window.
4. Enter the **email** address of the user that will be scheduling meetings on your behalf.
5. Click **Assign**.
6. The user's email will be displayed under *Assign scheduling privilege to*. They can now schedule on your behalf.



### Scheduling on Behalf of Another User – Outlook Option

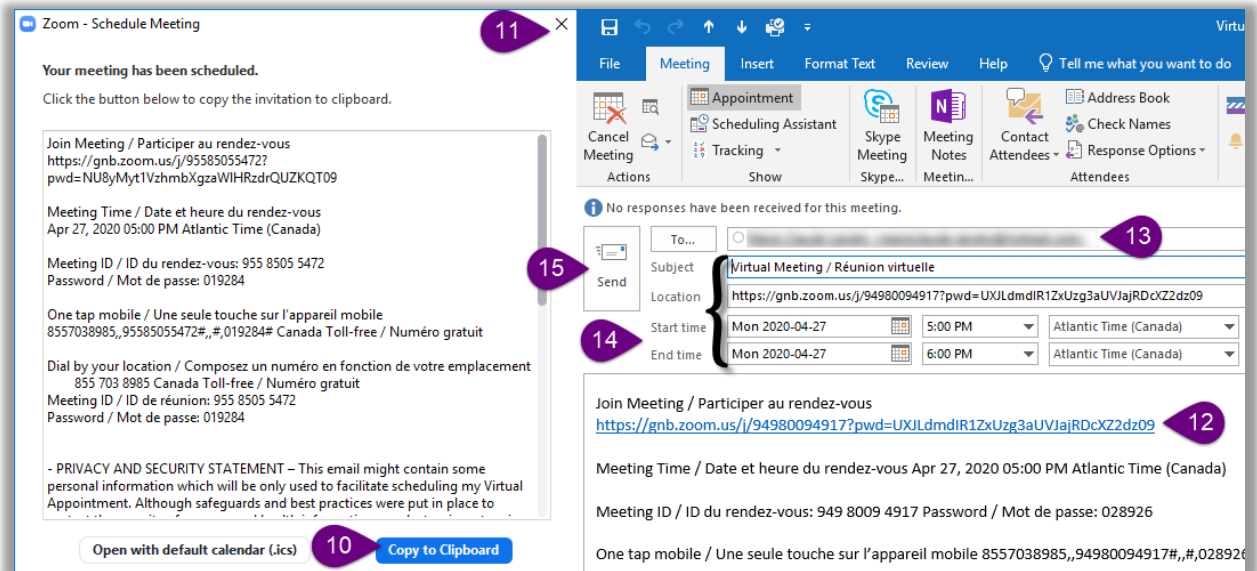
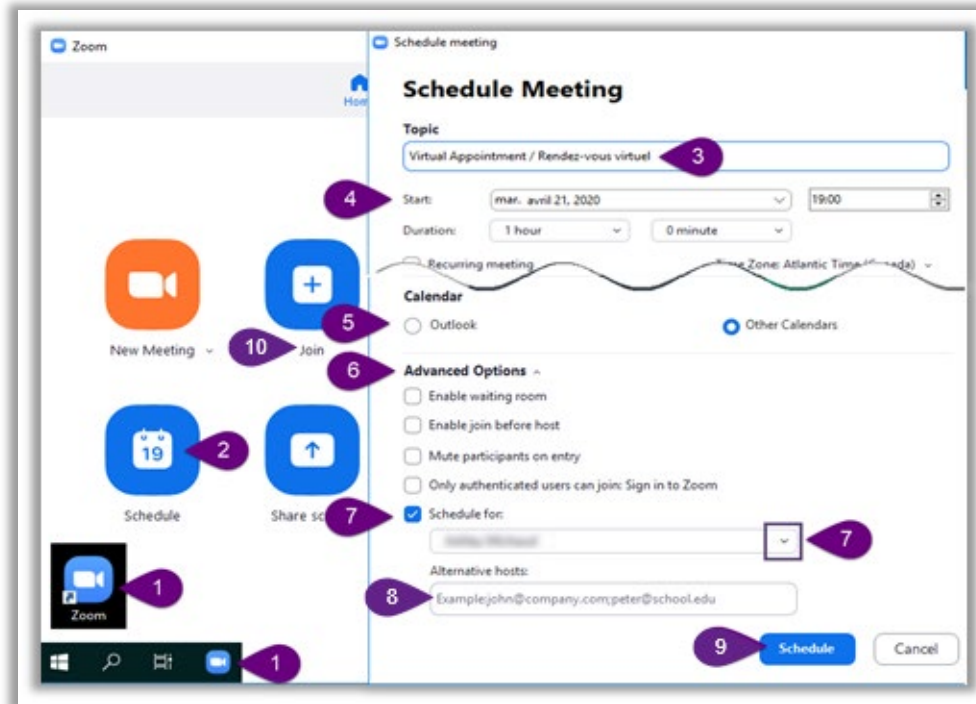
1. Open the Zoom desktop client (from your toolbar or desktop)
2. Click **Schedule** to open the Schedule Meeting window.
3. Enter appointment **Topic**.
4. Enter appointment **Date and Time**.
5. Under Calendar select **Outlook**.
6. Click **Advanced Options**.
7. Select **Schedule for** and click the drop-down arrow to **select the user (host)**.
8. Add the **user (host) email** to **Alternative hosts**. This will allow the user to host the meeting.
9. Click **Schedule**.
10. A calendar invitation will open with the **Zoom Meeting details** auto-populated.
11. Add all meeting invitees' **email addresses**. **Note:** Exclude the host if they do not want their email shared with the other participants. Once the invitation has been sent to the attendees, separately email the host the meeting information.
12. Click **Send**.



## Zoom Meeting Quick Reference – Scheduling on Behalf of Another User

### Scheduling Zoom meetings on behalf of another user – Other Calendar Option

1. Open the Zoom desktop client (from your toolbar or desktop)
2. Click **Schedule** to open the *Schedule Meeting* window.
3. Enter appointment **Topic**.
4. Enter appointment **Date & Time**.
5. Under Calendar select **Other Calendars**.
6. Click **Advanced Options**.
7. Select **Schedule for** and click the drop-down arrow to **select the user (host)**.
8. Add the **user (host) email** to **Alternative hosts**. This will allow the user to host the meeting.
9. Click **Schedule**.
10. A schedule meeting window will open with the Zoom Meeting details. Click **Copy to Clipboard**
11. Close the window.
12. Open your scheduling tool to copy the details into your calendar. In this example we are using Outlook, but you can use any scheduling tool.
13. Add all meeting invitees' **email addresses**. **Note:** Exclude the host if they do not want their email shared with the other participants. Once the invitation has been sent to the attendees, separately email the host the meeting information.
14. Update the **Subject, Location, Date, Start time and End time**.
15. Click **Send**.



## Zoom Meeting Quick Reference – Scheduling on Behalf of Another User

### Updating or Cancelling an Existing Zoom Meeting – Outlook Option

#### Updating an Existing Zoom Meeting (Date & Time)

1. Open the Zoom desktop client (from your toolbar or desktop)
2. Click **Meetings** to open the Meetings window.
3. Select the meeting you want to update.
4. Click **Edit**.
5. Update the Meeting information.
6. Click **Save**. The updated meeting information will be copied to your Outlook calendar.
7. Click **Send Update** to send an update to the meeting attendees.  
**Note:** If you sent a separate email to the host, make sure you send an email to the host with the new meeting information.

#### Cancelling an Existing Zoom Meeting

8. Select the meeting you want to delete and Click **Delete**. A Delete Meeting window will open to confirm the action.
9. Click **Yes**.
10. In Outlook find the original invitation and click **Cancel Meeting** and **Send Cancellation** to send a cancellation email to the meeting invitees. **Note:** If you sent a separate email to the host, make sure you notify the host that the meeting has been cancelled.

The screenshot illustrates the process of updating and cancelling a Zoom meeting. It shows the Zoom desktop client interface with the 'Meetings' window open, displaying a list of upcoming meetings. A meeting titled 'Virtual Meeting / Rendez-vous virtuel' is selected, and the 'Edit' button is clicked. The 'Edit Meeting' dialog box is shown, allowing the user to update the meeting details, such as the start time and duration. The 'Save' button is clicked to update the meeting. Simultaneously, the Outlook interface is shown with the 'Meeting' ribbon selected, and the 'Cancel Meeting' button is clicked. The 'Delete Meeting' dialog box is shown, and the 'Yes' button is clicked to confirm the deletion. The Outlook interface also shows the 'Send Update' button, which is used to send an update to the meeting attendees.

## Zoom Meeting Quick Reference – Scheduling on Behalf of Another User

### Updating or Cancelling an Existing Zoom Meeting – Other Calendars Option

#### Updating an Existing Zoom Meeting (Date & Time)

1. Open the Zoom desktop client.
2. Click **Meetings**.
3. Select the Meeting to update.
4. Click **Edit**.
5. Update the meeting information.
6. Click **Save**.
7. Click **Copy to Clipboard**.
8. In your scheduling tool (in this example Outlook) find the original invitation and update the **Date & Time**. **Delete the content in the body of the email**. Right click in the body of the email and select **Paste** to paste the updated meeting invitation.
9. Click **Send Update** to send an update to the meeting invitees. **Note:** If you sent a separate email to the host, make sure you send an email to the host with the new meeting information.

#### Cancelling an Existing Zoom Meeting

10. Select the meeting you want to delete and Click **Delete**.
11. A Delete Meeting window will open to confirm the action. Click **Yes**.
12. In your scheduling tool (in this example Outlook), find the original invitation, click **Cancel Meeting** and **Send Cancellation** to send a cancellation email to the meeting invitees. **Note:** If you sent a separate email to the host, make sure you notify the host that the meeting has been cancelled.

The image is a composite of several screenshots illustrating the process of updating and cancelling a Zoom meeting. The top-left screenshot shows the Zoom desktop client interface with a meeting card for 'Join Meeting / Participer au rendez-vous' at 5:00 PM - 5:30 PM. A callout '1' points to the Zoom icon, '2' to the 'Meetings' tab, and '3' to the meeting card. The top-right screenshot shows the 'Edit Meeting' dialog box with fields for 'Topic', 'Start' (Mon April 27, 2020, 05:00 PM), and 'Calendar' (Other Calendars selected). Callouts '4' and '5' point to the 'Edit' button and the meeting details respectively. The middle-right screenshot shows a 'Delete Meeting' confirmation dialog with a 'Yes' button. Callout '11' points to the 'Yes' button. The bottom-left screenshot shows an Outlook email interface with a Zoom invitation. Callouts '12', '9', and '8' point to the 'Cancel Meeting' button, the 'Send Update' button, and the meeting details in the email body respectively. The bottom-right screenshot shows the updated Zoom invitation email with a 'Copy to Clipboard' button. Callout '7' points to this button.