Delegating Zoom Scheduling (so that someone can create a zoom room meeting with you as host)

* Open the Zoom client on your computer (PC: click start and type zoom MacOS: Finder -> Applications)
* Graphical user interface, text, application, chat or text message

  Description automatically generated
* In Zoom click the gear icon below your portrait
* A screenshot of a video game

  Description automatically generated with medium confidence
* Click on Profile then ‘View Advanced Features’
* A screenshot of a phone

  Description automatically generated with medium confidence
* Zoom will open a settings page in a browser. Scroll to the very bottom of that page.
* Under Schedule Privilege click Add or Edit to a delegate.
* Graphical user interface, text, application, email

  Description automatically generated
* If you are hosting a meeting in 235 or 120 you can now have the delegate create a meeting with you as the host.