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)
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* In Zoom click the gear icon below your portrait
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* Click on Profile then ‘View Advanced Features’
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* 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.
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* If you are hosting a meeting in 235 or 120 you can now have the delegate create a meeting with you as the host.